**University of Victoria**  
Cupe Local 951 Position Description

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<th>JOB:</th>
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<tr>
<td>Early Childhood Educator</td>
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<th>DEPARTMENT:</th>
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<td>DAYC Child Care Services</td>
<td>992151, 992682, 998032, 998033, 998034, 998035, 998036, 998037, 998038, 998039, 998040, 998041, 998042, 998043, 998044, 998045, 998046, 998052</td>
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<th>SUPERVISOR:</th>
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<tr>
<td>ECE Supervisor or Child Care and Family Centre Assistant Manager</td>
<td>February 2018</td>
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**SUMMARY:**
University of Victoria (UVic) Child Care Services provides innovative, creative and responsive child care programs for children from infancy to school age. Child Care Services’ mandate is twofold: 1) providing on campus child care to children of UVic families, and 2) providing support and networking to UVic student families living on and off campus through the UVic Family Centre—the on campus family resource program. All UVic child care programs are based upon the BC Early Learning Framework.

The Early Childhood Educator (ECE) works as a member of the child care centre team providing nurturing care and education to children from infancy to pre-kindergarten age in one of the Child Care or Family Centres, working in ratio in the program under the general supervision of one of the child care centre ECE Supervisors or the Child Care and Family Centre Assistant Manager. The ECE embraces the department’s philosophy and policies, the BC Early Learning Framework, and all provincial regulations to maintain a standard of care that contributes to the Child Care Centre’s philosophy and overarching ethos.

All staff who work in UVic Child Care Services must be immunized in accordance with the childhood immunization schedule. The ECE must also possess sufficient stamina for full-time work in a busy full day child care centre. The position is physically demanding and includes lifting (if working in Infant/Toddler Centre lifting of children up to 20 kg. will be on a repetitive basis), crouching, bending, standing, outdoor play, and sitting on floor.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. **Responsibility:**
   Ensure the health and safety of the children, and safeguard the health and safety of child care centre employees

   **Duties:**
   - Works as a member of the child care centre team to ensure the child care centre spaces are well maintained in accordance with the BC Community Care and Assisted Living Act’s current Child Care
Licensing Regulations and UVic Child Care Services' policies and procedures to safeguard the health, safety, and well-being of children;

- Under the direction of the supervisor and in collaboration with the ECE team, assists with orientation of work study and practicum students regarding health and safety practices in the child care centres.

2. Responsibility:
Program Planning and Implementation

Duties:
- Provides early learning and care to young children, which recognizes and responds to the needs of the children, in accordance with the BC Early Learning Framework and the BC Child Care Licensing Regulation;
- Participates in all centre routines, program planning and implementation, ensuring the program is in accordance with the child care centre’s philosophy and Child Care Services’ overarching ethos;
- Implements the BC Early Learning Framework vision, principles and learning goals into the program;
- Participates in planned pedagogical inquiry work at the centre, in collaboration with faculty and student partners, as needed;
- Participates in on-going assessment of the program to ensure it is meeting intended outcomes and is responsive and flexible to meet the emergent interests and needs of children and, if appropriate, families.
- Participates in using pedagogical narrations and critical reflections of children and staff to inform the program assessment process;
- Practices positive guidance, using a strengths-based approach to children’s needs and balancing the needs of individual children with the needs of small groups and the group as a whole;
- Works with the centre team to ensure the child care centre play spaces are esthetically pleasing, materials are inspiring and in good condition, and the centre is kept clean, tidy, and well-organized;
- Assists with mentoring/supervising practicum students;
- Builds a warm and safe environment that is sensitive and inclusive to the diversity of children and families;
- In the absence of the supervisor, may be asked to fill the role of Acting Supervisor;
- Works in the other child care centres, as needed, to ensure appropriate ratio is maintained

4. Responsibility:
Communication with families, consultants, and other community members

Duties:
- Develops positive relationships and collaborative partnerships with families; shares information with families about their children;
- Maintains daily information contact with parents, via email, phone or in-person;
- Contributes to maintaining a welcoming, respectful and inclusive atmosphere in the centre for children and their family members;
- Articulates centre curriculum and pedagogy to families, other educators, and other community professionals;
- Maintains open communication with supervisor and the centre team and works collaboratively as a team member.
**REQUIRED QUALIFICATIONS:**

**Skills:**
- Strong interpersonal communication skills with children, families, staff, practicum students; community agencies, etc.;
- Demonstrated ability to exercise good judgment, critical thinking, and creative problem solving;
- Demonstrated ability and strong interest integrating the BC Early Learning Framework in a child care program;
- Ability to plan and implement innovative programming based upon the age and emergent needs of children, setting up suitable play-based environments for young children;
- Demonstrated skills in working collaboratively within a team environment;
- Good organizational skills;
- Demonstrated evidence of ongoing professional commitment and development, and an attitude that supports ongoing learning and self-reflection skills;
- Commitment to the ECEBC Code of Ethics, including confidentiality and privacy of information;
- Ability to relate to people from a wide range of backgrounds, understanding and valuing diversity;
- Ability to handle emergencies skillfully and calmly and in compliance with Child Care Regulations and UVic Child Care Services policies;
- Flexibility to work in different Child Care Services centres and work a range of shifts, according to the operational demands;
- Basic proficiency with Microsoft Windows and Outlook (email and calendar).

**Specialized Knowledge/Education:**
- Current Early Childhood Educator Certificate, and if working in the Infant/Toddler Centre, Infant Toddler Educator designation (issued by the ECE Registry of BC);
- Strong knowledge of the BC Early Learning Framework and ability to implement into practice;
- Strong knowledge of current BC Child Care Licensing Regulations;
- Current first aid certificate;
- Ability to provide a clear criminal record check;
- Documentation of compliance in the immunization program per Ministry of Health guidelines (childhood immunizations).

**Experience:**
- Entry level opportunity. Equivalent combinations of training, education and/or experience will be considered;
- Experience implementing the BC Early Learning Framework in a group child care setting.

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