UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB: Early Childhood Educator</th>
<th>TITLE: Infant/ Toddler Educator Staff</th>
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<tr>
<td>DEPARTMENT: Child Care Services</td>
<td>POSITION NO: 998036</td>
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<tr>
<td>SUPERVISOR: Infant/ Toddler Centre Supervisor</td>
<td>LAST UPDATED: April 2014</td>
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SUMMARY:

University of Victoria Child Care Services provides safe, quality child care to the Uvic community, including full-time and part-time care options for children from infancy to 12 years of age. Child Care services operate from Monday to Friday, 8:00 a.m. – 5:30 p.m from three different locations on Uvic campus.

Under general supervision, provides care and education to children under 3 years of age who are enrolled in UVic Child Care programs. The staff develop and maintain respectful working relationship with other staff members, students, parents and other clients of the service.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Children’s activities and programs
   Duties:
   • Participates in the development, implementation and evaluation.
   • Maintains daily information contact with parents.
   • Assists in all centre routines, activities and programs.

2. Responsibility: Supports health and safety
   Duties:
   • Follows established practices and procedures to safeguard health and safety.
   • Responds to illness and injuries, including the provision of safety oriented first-aid care.

3. Responsibility: Other related duties
   Duties:
   • May act as supervisor, in their absence, as required.
### REQUIRED QUALIFICATIONS:

**Skills:**
- Ability to relate to the needs of children.
- Ability to contribute to age-appropriate programs, guidance and suitable environments for children.
- Ability to communicate skillfully and sensitively with children and their parents, co-workers, and other clients or stakeholders.
- Ability to work effectively in a team-teaching environment.
- Ability to adapt to changing circumstances, priorities, and to handle emergencies skillfully.

**Specialized Knowledge/Education:**
- Early Childhood Education Basic and Infant/Toddler Education Certificates from an Educational Institution recognized by the Community Care Facilities Branch.
- Certificates and registration in accordance with requirements of the Community Care Facilities Branch, in accordance with legislation and regulation.
- Valid child safety first-aid certificate.
- Current record of immunization & physician’s letter of mental and physical health suitable to be employed working with children.
- Willingness and agreement to complete a Criminal Record Check.

**Experience:**
Entry level opportunity, equivalent combinations of training, education and/or experience will be considered.

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<td>Supervisor’s Signature:</td>
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