UNIVERSITY OF VICTORIA  
CUPE LOCAL 951 POSITION DESCRIPTION  

JOB: Early Childhood Educator  
TITLE: Special Needs Educator  

DEPARTMENT: Child Care Services  
POSITION NO:  

SUPERVISOR: Centre Supervisor  
LAST UPDATED: June 2014  

SUMMARY: (Provide a brief summary of the primary functions and purpose of the position)  
The University of Victoria Child Care Services provides safe, high 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 operates from 8:00 a.m. to 5:30 p.m., from three locations at UVIC.  

Under the general supervision of the Centre Supervisor, the Special Needs Educator develops and maintains a positive learning environment that provides a child, who needs extra support, with the opportunities for success in the inclusion process.  

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

1. Responsibility: Provides one-on-one support to a child with extra support needs (Autism spectrum), in a 3 – 5 year old child care centre  

   Duties:  
   • Participates in the development, implementation and evaluation of a program plan to meet the child’s needs and with the goal of inclusion.  
   • Works collaboratively with other staff within the centre, to support child’s inclusion with peers and other educators.  
   • Maintains daily communication (written and verbal) with child’s parents.  
   • Maintains communication, including written documentation, with other agencies and professionals working in support of the child needs.  

2. Responsibility: Supports health and safety  

   Duties:  
   • Follows established practices and procedures to safeguard the health and safety of the children.  
   • Responds to illness and injuries, including the provision of safety-oriented first-aid.
**REQUIRED QUALIFICATIONS:**
*(Identify the qualifications required to perform the job. These should be directly related to the work and not to the education and experience level of the current incumbent.)*

**Skills:**
- Ability to relate well to a child who has extra support needs;
- Ability to communicate skillfully and sensitively with child, parents, co-workers and community professionals;
- Ability to observe child’s behavior and to report on these observations in a professional manner (verbal and written reports);
- Ability to contribute with suitable programming, guidance and environment for children 3 -5 yrs olds;
- Ability to work effectively in a team-teaching environment;
- Ability to adapt to changing circumstances, priorities, and to handle emergencies skillfully;
- Ethical decision-making, including respect for confidentiality and privacy.

**Specialized Knowledge/Education:**
- Early Childhood Education Basic Certificate, preference may be given to applicants who have successfully completed certification, training and coursework and/or experience directly related to working with children with extra support needs (e.g. Special Needs Early Childhood Educator Certification or Post-secondary coursework or degree related field such as Child and Youth Care);
- a valid child safety first aid certificate;
- Documentation of a current record of immunization;
- Provision of a physician’s letter of mental and physical health suitable for employment working with children;
- Agreement to a criminal record check

**Experience:**

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