

# Early Childhood Education Assistant

Saanichton, BC Full-time \$23.15-\$24.60/hour

Join Beacon as an Early Childhood Education Assistant supporting our locations in Saanichton, SESISEJ and TEAM II Childcare.

The Beacon Community Services Teen Education and Motherhood (TEAM) program is offered in partnership with School District 63 located at the Individual Learning Center. Along with other community members, young parents who are working towards graduation (or balancing paid work with family life) get support and safe, quality care for their children at our TEAM II Child Care Centre. We lovingly care for infants, toddlers and preschoolers in a fun environment that supports learning and healthy socializing.

The SESISEJ Childcare Centre is nature-based and is centred on the WSANEC ways of knowing and being, assisting children in establishing a sense of community, place, and belonging while supporting their growth and learning needs.

## Benefits Include:

- Comprehensive extended Health and Dental
- Municipal Pension Plan with employer contributions
- Generous paid leave

**Days/Hours of Work:** Monday to Friday, 40 hours per week - Start times can vary between 7:30 and 9:00 am

**Closing Date:** Applications will be accepted until May 12 at noon.

## POSITION SUMMARY:

Reporting to the Childcare Manager, the Early Childhood Education Assistant joins a caring and compassionate team dedicated to providing engaging and safe programs to the children and families in our community. The Early Childhood Education Assistant promotes physical, social, emotional, and cognitive development by providing age-appropriate activities and individualized care to meet the unique needs of each child. In collaboration with parents and caregivers, they ensure consistent care and support. Additionally, the Early Childhood Education Assistant maintains a safe and clean environment, observes and documents children's progress, and communicates effectively with families and

team members to foster a positive and inclusive learning community for young children.

**DUTIES AND RESPONSIBILITIES:**

- Provide quality childcare and programming to children enrolled in the program
- Provide a safe, accepting and supportive environment while engaging both the children and families in the program
- Role model safe practices, caregiving and learning support for parents
- Maintain the safety and well-being of all children and families enrolled in the program
- Use developmentally appropriate practice to plan, implement and evaluate a range of activities.
- Provide parents with current updates on the program and their children's progress/development; using a variety of communication mediums that Beacon approves
- Assist children in a manner that supports their ongoing success
- Provide nutritional foods for children attending, following Food Safe standards and guidelines, while adhering to any food sensitivities the children may have
- Follow guidance received from the Site Supervisor of the program
- Demonstrate teamwork to create and maintain an inclusive program and childcare environment
- Be aware of and follow the Centre's programs, philosophies and policies, while also being aware of families' philosophies to provide inclusive, safe and culturally aware programming and care
- Adhere to BC Child Care Regulations and School Legislation
- Follow the policies and procedures created and implemented by Beacon Community Services
- Report any concerns to the Supervisor or Assistant Supervisor of the program
- Attend to daily housekeeping of the Centre

**EDUCATION AND EXPERIENCE:**

- Early Childhood Educator Assistant certificate
- A valid ECE-A BC license to practice
- A minimum of 1 year of previous experience working with children and families within childcare settings
- Valid First Aid certificate, as outlined by Child Care Regulations (to be renewed upon expiry)

- Valid Food Safe certificate (to be renewed every 3 years)
- Minimum of 40 professional development hours every 5 years; as outlined by license-to-practice standards

**SKILLS AND ABILITIES:**

- Strong communication and interpersonal skills
- An energetic, nurturing and sensitive attitude that encourages development
- Ability to work collaboratively as part of a team
- Ability to maintain professional composure and attitude, even in high-stress situations
- A demeanour that creates safe, trusting relationships with children, parents and the larger community
- Ability to use Microsoft 365 (Word, Teams, Outlook, etc.)

**ADDITIONAL INFORMATION:**

Beacon Community Services serves vulnerable populations, including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
- All successful applicants are required to disclose their COVID-19 vaccination status upon hire. Depending on future public health developments, Beacon may implement a vaccination requirement as a condition of ongoing employment for all our workplaces.