**PARKDALE EARLY CHILDHOOD CENTRE**

**Early Childhood Educator: Job Description**

# FUNCTION

Designs activities, supervises activities and assists in providing care and education to children enrolled in Parkdale Early Childhood Centre.

# ORGANIZATIONAL RELATIONSHIPS

1. Reports to, supervised by, and accountable to the Director.
2. Maintains co-operative working relationships with all ECE staff, students, parents and other persons associated with our centre (licensing officers, child care professionals and government officials).

**TYPICAL DUTIES**

1. Designs and supervises children’s activities and programs.
2. Assists in maintaining a clean, safe and enjoyable environment for children.
3. Follows practices and procedures to safeguard the health and safety of children.
4. Acts as a role model by demonstrating appropriate social behaviors.
5. Assists in all center routines.
6. Performs relevant duties as assigned by the Director.

## REQUIRED KNOWLEDGE AND ABILITIES

1. Excellent communication skills.
2. An ability to relate to and meet the needs of children.
3. An ability to work effectively in a team-teaching environment.
4. An ability to adapt to changing circumstance.

# QUALIFICATIONS

1. A current ECE certified by the province of British Columbia.
2. A physician’s letter of mental and physical health suitability for working with vulnerable children.
3. An approved Criminal Record Check performed by the office of the Solicitor General for the purpose of working with children and vulnerable populations.
4. Two current letters of work and personal reference.
5. A valid First Aid Certificate.
6. Current resume.

**To Apply:** Please email your resume to [parkdalechildcare@shaw.ca](mailto:parkdalechildcare@shaw.ca) or call 250-382-0512 for more information.