# PGNFC_vector2Prince George Native Friendship Centre

***Our people make a difference in the community!***

***JOB DESCRIPTION***

**Job Title:** Early Childhood Educator – Full Time

**Program:** Pre-school/Daycare

**Department:** Early Childhood Services

**Reporting to:** Program Coordinator

**SCOPE OF POSITION**

The Early Childhood Educator will:

* Have current ECE License to Practice
* Work cooperatively and in consultation with the coordinator in all matters associated with the Little Friends Daycare and/or Skeh Baiyoh.
* Work collaboratively with children, parents, staff and volunteers on an individual and group basis
* Have a working knowledge of Licensing regulations
* Have a clear understanding of best practices relating to the development and care of children
* Keep current of early childhood health and/or social issues, trends, research and practice impacting the community
* Work with other community professionals to ensure optimal outcomes for children and families
* Clean Criminal Record Check conducted under the Criminal Records Review Act
* Completion of a Medical Clearance Form
* Be in compliance with the British Columbia Immunization Program
* Obtain first aid certificate relevant to children
* Obtain and keep current Food safe certificate
* Comply with all Early Childhood Registry Requirements for renewal of their Early Childhood Educator Certificate
* Adhere to all policies and procedures as outlined in the Parent Handbook and the Policies and Procedures Manuals for Little Friends Daycare and Prince George Native Friendship Centre

**SPECIFIC DUTIES** (Include the following; however, other duties may be assigned as required):

Program Planning and Development:

* Develop and deliver age appropriate children’s programming designed to meet the spiritual, emotional, intellectual, and physical needs of the child that empowers individuals to develop a sense of self and a connection with the Aboriginal community
* Interact directly with the children
* Ensure safe and active supervision of children at all times
* Promote a welcoming and nurturing environment;
* Prepare and facilitate circle time and art activities
* Provide monthly curriculum planning and delivery
* Create and distribute newsletters, notices and calendars
* Establish, develop and maintain respectful, positive support and relationships with all staff, children, families and community
* Prepare observations and recordings for children and send reports to parents as needed;
* Refer children to community resources as needed
* Participate in Individual Support Plan meetings
* Complete child assessments as necessary
* Ensure all children’s areas are disinfected in compliance with Community Care Facility Licensing Regulations
* Maintain a neat, orderly and clean site environment
* Maintain confidentiality of all information related to the centre, the children and their families and the staff
* Sustain regular attendance, punctuality and be appropriately dressed
* Must demonstrate the willingness and ability to work in other PGNFC ECD programs when necessary
* Change toys in children’s classroom every 2-4 weeks or when necessary
* Prepare information and display on parent board once a monthly basis

Other Duties:

* Participate in outside training and/or in-service, as approved by direct supervisor
* Attend all appropriate PGNFC meetings and daycare staff meetings
* Participate in other PGNFC activities as appropriate
* Release the children only to those authorized by the parent/caregiver and ask for identification in order to ensure that the authorized pick up has been verified to pick up
* Other duties, as required.

*Revised May 16, 2019 by MD*