

Early Childhood Educator  
Echo Academy and or Echo Early Learning Center Inc  
Kelowna BC

Posted: October 30, 2017

Expiring: November 30, 2017

Last Updated: October 30, 2017

Salary: \$20.00 Hour

Job Type: Full-Time, Permanent, 40hours/week. 8:00am-5:00pm with a one hour break

Language: English

Start Date of Employment (Approx.): As soon as possible

Minimum Education: Early Childhood Education

Positions Available: 1

NOC Group: Early Childhood Educators and Assistants (4214)

NOC Job Title: Early Childhood Educator

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Location: Echo Academy and or Echo Early Learning Center Inc  
Kelowna BC, V1Y3T4

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### Job Description

**Job Description** The successful candidate will be energetic, enthusiastic about children's learning, and demonstrate a deep caring for all children. She or he will be a team player, who can learn from and share ideas with the rest of the ECE team. All our ECE staff help to establish and maintain a learning centre environment that supports the growth and development of children by planning and implementing activities to meet the physical, emotional, intellectual and social needs of all children in the program.

### Requirements:

- ECE or ECEA Licence to practice
- Experience working with children in a child care/recreational setting
- Current Criminal Record Check
- Dr. note indicating adequate physical/psychological capability to work with children and carry out assigned duties
- Immunization record or right to refusal form signed
- Resume and three written references with contact phone numbers

### General Responsibilities:

- Establish and maintain positive daily communication and interaction with families, providing quality customer service  
and building meaningful relationships

- Maintain a neat, orderly, and clean environment, including all activity areas, common spaces, and washrooms.
- Ensure that all safety and supervision standards are understood, implemented and maintained according to licensing and Echo requirements.
- Release children only to authorized adults, to ask for ID and check files of unknown adults before approving the release.
- Work with staff team to deliver a high quality and age appropriate program
- Maintain confidentiality of all information related to the centre, the children, their families, and staff
- Maintain regular attendance, punctuality and to be appropriately dressed and well groomed

### **Childcare Responsibilities**

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Build children's esteem
- Comfort children
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Clearly and effectively communicate in a manner that children understand
- Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
- Encourage and assist children to practice self help daily
- Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible

### **Communication**

- Discuss children's development with their family.
- Keep parents informed of program expectations, program activities and their child's progress
- Share daily positive experiences or personal growth of individual children with their families
- Maintain professional and friendly relationships with coworkers

### **Teaching**

- Organize space, equipment and materials before activities and clean up after
- Use resources and supplies that are on hand where ever possible
- follow the child's lead with activities suitable for their development and interest
- Carry out specific subjects/themes as delegated
- Improve the program by adding what you are passionate about teaching

### **Physical Demands**

Caring for children is physically demanding. The ECE Teacher will be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Preschool Teacher will be expected to clean and maintain equipment and facility

**Sensory Demands** ECEs will experience smells associated with toileting and children who are ill. There will be times that the environment is noisy and busy.

**Mental Demands** Caring for children can be stressful. The ECE must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Preschool Teacher must be prepared to handle accidents and emergencies at any time.

**Benefits begin after the introductory period of three months and with a satisfactory performance review:** 10 paid vacation days per year, Medical Plan, paid courses, gym passes and the guarantee of a positive work environment

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How to apply:

Email Robi at [echoacademykelowna@gmail.com](mailto:echoacademykelowna@gmail.com)

Mail resume to

Robi Reid, Manager

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Kelowna BC

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