



## **Metis Family Services**

#312 – 7485 130<sup>th</sup> Street  
Surrey, BC V3W 1H8

**Telephone: (604) 584-6621**

**Fax: (604) 582-4820**

Job Title:	Early Childhood Educator		
Department	Early Years Services		
Classification	JJEP Wage Grid 13 Part-Time: 28 Hours a week - Monday, Tuesday, Wednesday, Friday		
Reports to	Program Manager		
Date Prepared	August 5, 2019	Closing Date:	August 16, 2019

### **JOB SUMMARY:**

Reporting to the Program Manager, this position provides support and direct care to children under 6, including special needs children or infants/toddlers, to stimulate and develop their intellectual, physical and emotional growth.

### **Key Duties and Responsibilities:**

- Plans, carries out and evaluates developmentally appropriate activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques.
- Develops daily program schedules that include indoor/outdoor, active/quiet and individual and group activities.
- Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these.
- Recommends referrals or additional services or work in consultation with professionals such as behavioural therapists, occupational therapists and speech language pathologists.
- Reports on progress, behaviours and other issues related to children. Contributes to reports for children moving on to elementary school. Maintains required records and statistics.
- Participates in preschool planning and evaluation of programs offered by the organization. Provides recommendations for change to the supervisor.
- Provides work direction to early childhood educator assistants as required.
- Attends to the children's physical needs that may include diapering, toileting, eating and sleeping.
- Administers first aid and medication in accordance with established policy.
- Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards.
- Communicates with families about children's growth and development. Requests input from and participation of parents in the development of programs. Confers with parents with regard to unusual or problematic issues.
- Supervises children in indoor activities and during rest periods. Leads children in activities; telling stories and teaching songs. Supervises lunch time, nap time and free play

- Develops and facilitates activities for children that attend the agency during drop-in times
- Assists in housekeeping duties, including sanitizing toys and play area. Prepares snacks as required.
- Performs other duties as required. Days where children may not attend (sickness, appointment etc.) the child minder will assist with duties as discussed with Facilitator, Elder or Team Leader.

**Qualifications, Education and Experience:**

- Early Childhood Education Certificate, plus Special needs or Infant/Toddler/Under Three Certificate
- Two (2) plus years of recent related experience. Or an equivalent combination of education, training and experience.

**Job Skills and abilities:**

- Good knowledge of Indigenous issues
- Excellent oral, written facilitation and interpersonal communication skills
- Good time and general management skills
- Ability to work effectively with program staff, volunteers, and non-profit or publicly funded groups, agencies and organizations
- Knowledge of child development milestones

**Additional Information:**

This position requires the ability to function independently while managing multiple projects and deadlines including effectively managing emergency situations. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.

**OTHER REQUIREMENTS:**

Criminal Record Check; Class 5 Driver's License and Abstract; reliable form of transportation.

Rate of pay: JJEP Wage Grid 13: \$23.22 to \$27.04 per hour  
 Start date: As soon as possible

Please clearly state the position you are applying for and forward your resume & cover letter to the attention of Kay Rampersad by email to: [HR@metisfamilyservices.ca](mailto:HR@metisfamilyservices.ca)

This position requires union membership.

Metis Family Services thanks all applicants for their interest in this career opportunity; however, only those considered for the position will be contacted. No telephone inquiries please.