

Full time ECE needed in a group day care centre

Job Description

- Develop, implement childcare programs that support, promote physical, cognitive, emotional, social development of children
- Lead activities by telling/reading stories, teaching songs and taking children to local points of interest, provide opportunities to express creativity through the media of art, dramatic play, music, physical activity
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Establish policies, procedures including acceptable disciplinary policies
- Be familiar with emergency procedures
- Guide, assist children in the development of proper eating, dressing, toilet habits
- Observe children for signs of potential learning/behavioural problems and prepare reports for parents, guardians or supervisor
- Establish guidelines for behavior
- Clearly and effectively communicate in a manner that children understand
- Plan, maintain an environment that protects health, security, wellbeing of children
- Establish, maintain collaborative relationships with coworkers and community service providers working with children
- Assess abilities, interests, needs of children, discuss progress/problems with parents and other staff members
- Bathe, diaper, feed infants and toddlers
- Provide opportunities for sleep and rest time
- Provide nutritious snacks, lunches
- Engage children in activities by telling stories, teaching songs, preparing crafts
- Prepare snacks, arrange rooms/furniture for lunch and rest periods
- Submit written observations on children to early childhood educators/supervisors
- Discuss progress/problems of children at staff meetings
- Order supplies, equipment
- Maintain daycare equipment, assist in housekeeping and cooking duties
- Attend staff meetings to discuss progress/problems of children
- Attend in service and staff meetings
- Supervise assistants, aides, volunteers in classroom
- Housekeeping duties

Requirements

- Education: A bachelor's degree/college diploma in early childhood education is required
- Experience is an asset

- Valid ECE Certificate
- Satisfactory criminal record check required.
- Effective verbal and listening communications skills required
- Team building skills required
- A combination of sitting, standing, walking required
- Caring for children can be physically demanding. The Daycare Employee may be lifting/carrying children/equipment, and may spend time sitting on the floor or child sized furniture
- A criminal record check for this facility
- 2 character references
- A record of the person's work history/resume
- Copies of any diplomas, certificates or other evidence of training and skills
- A statement signed by a medical practitioner indicating the person is physically, psychologically capable of working with children and carrying out assigned duties in a community care facility
- Evidence that the person has complied with the Province's immunization and tuberculosis control programs
- Valid First Aid certificate required
- Valid CPR certificate required

Salary: \$18.00 hourly, 40 Hours/week

Important Information: Work schedule 8:30 AM to 5:30 PM, 1 hour lunch

Apply by e-mail to ABC_Kinder_Garden@man.com

Apply by mail to 1750 Haultain St. Victoria BC V8R 2L2

Apply by fax to 250-477-5162