

EDMONTON GARRISON MILITARY FAMILY RESOURCE CENTRE

JOB DESCRIPTION



POSITION:
Early Childhood Educator

CATEGORY:
Full-time

REPORTS TO:
Daycare Director

SALARY RANGE:
\$16 – 18 per hour

SUMMARY:

The ECE is responsible for providing a safe and developmentally appropriate Daycare program in accordance with MFRC and Provincial Licensing policies and standards. The ECE fosters each child through the creation of a safe and secure environment in which children can strengthen skills in developmental domains. Specific room assignments will be based on operational needs and at the discretion of the Daycare Director or Child Care Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Child Care:

- Attend to the primary needs of the children
- Facilitate proactive behaviour management and conflict resolution
- Complete documentation and observations to support programming
- Plan, document, and implement activities that stimulate interest and address the individual social, physical, language/literacy, intellectual, creative, and emotional development of the children
- Abide by all policies and regulations
- Maintain a clean, safe, and orderly environment
- Other duties as assigned by the Daycare Director or designate

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability and personal characteristics required:

- Possess excellent communication and interpersonal skills with preference given to those fluent in both official languages
- Ability to work independently and as a member of an interdisciplinary team
- Awareness of issues pertaining to military life
- Proven ability to deal with and make appropriate decisions in crisis situations
- Satisfactory release of Results of Vulnerable Sector Check form completed by the EPS/RCMP.
- Satisfactory Alberta Children's Services Intervention Record Check

EDUCATION AND/OR EXPERIENCE:

- Diploma in Early Childhood or equivalent combination of education and experience
- Alberta Child Development Certification (level 1, 2 or 3)
- Knowledge in the areas of licensing and program development in the Early Childhood Education Field
- Valid first aid and CPR