

NANAIMO

Innovation Academy



ECE TEACHER JOB DESCRIPTION

The Basics:

Title	ECE Teacher
Reports To	Program Manager
Employment Type:	Full Time or Part Time Hours
Regular Hours	Varies each week
Pay Range	\$26-\$30/hour (including Wage Enhancement)
Location	Reports on site

Nanaimo Innovation Academy is a new and innovative non-profit daycare in Nanaimo, BC. We are excited to welcome educators who love working with children in a creative and dynamic work environment!

OUR PHILOSOPHY AND VALUES

Please read our full guiding philosophy at <https://www.nanaimoinnovation.org/our-philosophy-1>

- Lower student to teacher ratios helps us to provide more individualized support, built on positive relationships between the educators and children
- Ensure guidance and support of children that encourages positive self-esteem, creativity, independence, and good problem-solving skills
- Positive, respectful, and clear communications between all people
- An openness to change and collaboration
- Commitment to providing students access to nature and to help them understand the natural world and our responsibility to sustainability.

JOB SUMMARY

The Early Childhood Educator will work as a team to provide a high-quality, caring, safe, and supportive child care program at Nanaimo Innovation Academy that addresses individualized child care needs, meets all regulatory standards required by federal, provincial and municipal governments, and operates within the Child Care Licensing Regulations and Community Care and Assisted Living Act as regulated by Vancouver Island Health Authority Licensing Office.

This position reports to the Nanaimo Innovation Academy Program Manager and liaises with other ECE and ECEA staff at the daycare. ECE Teachers may sometimes work with volunteers and various community partners

WORKING CONDITIONS

The childcare facility is licensed for 6 programs (Forest Pre-K Program, Oak Pre-K Program, Cedar Pre-K Program, Oak Infant/Toddler Program, Cedar Infant/Toddler Program, and Forest Explorers Afterschool Program).

Indoor and outdoor activities happen throughout the course of the day. Standing, bending, walking, crouching, and some lifting is required. The physical ability to perform all assigned tasks including walking, standing for extended periods of time, and lifting items is important.

DUTIES AND RESPONSIBILITIES

Overseeing the daily operation of the daycare with professionalism and creativity is key

1. Plan, carry out, and assess developmentally appropriate activities and experiences in harmony with the centre's philosophy
 - Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children
 - Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities
 - Establish and carry out a daily activity schedule that incorporates child directed activity, care routines and transition times
 - Organize space, equipment and materials before activities
 - Maintain a neat, orderly and clean environment in all activity and program areas
 - Assist children in expressing themselves by listening and responding with questions or comments that extend conversations
 - Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing
 - Encourage and assist children to practice self help daily
 - Plan and carry out experiences that foster an understanding of a variety of cultures and value systems
 - Provide opportunity each day for each child to have space to do something by self.
 - Provide opportunity for child directed play experience
 - Plan and carry out activities that encourage problem solving
 - Provide experiences and play materials that actively promote diversity and acceptance in interactions and attitudes
 - Participate in short and long-term planning and evaluation and staff program reviews
 - Learn and use the activities and skills provided to assist children in developing the necessary coping skills for addressing unique life issues
2. Individualize the curriculum
 - Observe how children use materials and interact with each other and adults
 - Use observations to expand play and plan activities that recognize individual difference
 - Initiate referrals or additional services for parents and children
3. Ensure guidance of children's behaviour that encourages positive self-concept
 - Set reasonable behaviour expectations consistent with center's philosophy and policies
 - Provide positive guidelines such as redirecting, positive language, and positive reinforcement
 - Immediately address problem behaviour without labelling the child
 - Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field
 - Maintain a knowledge and understanding of the services offered by Nanaimo Innovation Academy for referral to parents
4. Ensure the child's environment is healthy and safe
 - Follow the centre's procedures for administering medications and maintaining health records

- Report all accidents, injuries and illnesses to the manager or delegate and record such incidents in the daily log book and as a serious occurrence if necessary
 - Monitor the environment for hazards
 - Update self daily on children's allergies and other special conditions
 - Establish daily eating routines that are fun for children
 - Maintain our no screen time policy (this includes phone, laptops, or televisions without prior consent from the daycare manager).
 - Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible
 - Report all incidents of child abuse to the supervisor and follow centre procedure and government regulations
 - Release children only to authorized persons
5. Ensure positive communication with parents
- With the support of the Manager, facilitate a respectful conflict resolution process when dealing with difficult staff and parent/guardian issues
 - Discuss the programs daily events and the child's daily progress with parents
 - Accommodate the parent's instructions for daily routines when possible within group routines
 - With the support of the Manager, plan for parent meetings
 - Encourage parents to participate in community activities and events
6. Contribute to the ongoing operations of the centre
- Help ensure the Centre meets all requirements of the Child Care Licensing Regulations on a daily basis
 - Implement a problem-solving approach with practical solutions when faced with difficult situations
 - Carry out the responsibilities assigned to you
 - Attend regular staff meetings
 - Maintain confidentiality of all information related to the Centre, children, their parents, and staff
 - Participate in the annual performance review process
 - Contribute to annual plan for the centre
 - Plan and carry out annual personal development
 - Willingness to participate in work-related courses, seminars and training
 - Keep up to date with early childhood advocacy developments
 - Maintain regular attendance and punctuality
 - Be flexible to accommodate changing schedules
7. Promote the centre within the community
- Actively participate in Nanaimo Innovation Academy events and activities whenever possible
 - Maintain a positive working relationship with other staff, volunteers, parents, and others community members you encounter when representing the daycare.
8. Perform other related duties as required

DESIRED COMPETENCIES & BEHAVIOURS

- Believes in and practices the mission, goals of the program
- Ability to build trust and positive relationships with families in the program

- Act as a role model of appropriate behaviour
- Ability to work cooperatively as a member of the childcare team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge
- Participates in the developing of new ideas and methods for program enhancement and has the ability to adjust and adapt to changes
- Maintains a constant awareness of the “client” and exhibits recognition and appreciation of their needs with the ability to achieve results with positive outcomes for families accessing the program
- Ability to be energetic, resilient and maintains a sense of humour when personal resources are challenged
- Ability to be creative and innovative when it comes to providing quality programming within a limited budget
- Achieves results with positive outcomes for children in the program
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach
- A high degree of personal initiative with good planning and organizational skills
- Maintains timely and accurate files
- Continuing personal and professional development in related areas
- Actively incorporates volunteers into the program area
- Ability to lift (up to 25 kg)

MUST HAVES

- Must be over 19 years of age
- Hold Canadian residency and be legally entitled to work in Canada
- Have a current ECE or ECEA Certificate and has a license in good standing that is valid in British Columbia
- A valid First Aid/CPR Certificate
- Up-to-date record of immunizations
- Be in adequate physical and psychological capability to work with children and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- Previous experience working with children in a child care/recreation setting
- 2 Practicum or Childcare Workplace Written References
- Up to date resume
- Well written cover letter
- Class 4 driver’s licence (within 12 weeks of employment)

NICE ADDITIONS TO HAVE

- Bachelors' degree in related field is an asset
- Experience, interest and/or understanding of Montessori, Waldorf, Reggio, Free-Play, and Whole Child philosophies
- Food Safe Certificate

PERSONAL QUALITIES

- Strong work ethic, honest, and positive team attitude
- A professional demeanour and an interest in professional growth
- Committed to being a life-long learner whose passion for teaching engages and inspires children
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the Centre

- An understanding of the issues that affect children and their families
- The interpersonal skills necessary to work successfully within teams
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives
- The physical ability to perform all assigned tasks including walking, standing for extended periods of time, and lifting items