**Teepee Tots Daycare Early Childhood Educator Assistant**

**PROGRAM:**
The Teepee Tot Daycare is a licensed facility committed to meeting the community’s need for early education and quality care. It provides exceptionally coordinated educational, social, health and cultural activities that help build a foundation for successful transition to the Ntamtqen snmaʔmayaʔtn School. Children learn through free play as well as structured learning programs.

**PURPOSE:**
The ECE assistant is responsible for providing Teepee Tots Daycare, a learning environment where the partnerships between educators and families nurtures the growth of children and their families to become active and caring members of our community. Our programs support children to learn and grow in the areas of physical, social/emotional, language, and intellectual development. Our childcare providers promote individualism and respectful relationships through positive interactions with children, coworkers, parents and community of the Teepee Tot Daycare and ensuring that operations meet all provincial and federal, local and Lower Similkameen Indian Band policies and procedures. The manager maintains an environment that promotes the health, safety and wellbeing of all that enter the centre and ensures the sustained financial stability of the childcare facility. The incumbent will uphold the BC Early Childhood Education code of ethics while promoting Okanagan culture ways of being, doing and knowing.

**QUALIFICATIONS:**

- Completion of grade 12 or GED;
- Successful completion of at least one early childhood education course in child guidance; child health, safety, and nutrition; or child development, completed within the last 5 years at a program recognized by the ECE Registry
- Successful completion of one course within the last 5 years that is deemed equivalent by the ECE Registry
- Current and Valid First Aid Certificate
Current TB test  
Record of immunization  
Criminal Record Check  
Valid BC Driver’s License and drivers abstract

SUPERVISION RECEIVED  
The Early Childhood Educator operates under the direct supervision of the Teepee Tot Daycare Manager for functional supervision and Team Lead for Administrative Supervision.

Administrative Supervisor - Has the authority and ability to exercise independent judgement regarding the supervision of their employees, to include the authority to hire, evaluate, discipline and terminate or to effectively recommend such actions.

Functional Supervisor - Responsibilities related to the assignment and distribution of work, such as training, scheduling, task assignments, and monitoring work, input regarding performance evaluations.

SUPERVISION EXERCISED  
The ECE Assistant has no supervision responsibility to others.

DUTIES AND RESPONSIBILITIES

- Prepares materials for daily activities, with ECE guidance, to be used with the children; Assists children in the participation of activities involving fine and gross motor development;

- attend meetings with parents when requested;

- Participates in school wide events and attends departmental meetings as required;

- Maintains confidentiality on information relating to students;

- Positively influence student behavior and standards of conduct; Enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible;

- Maintains a neat, orderly and attractive learning environment;

- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;

- Participates in relevant training and workshops identified by the Daycare Manager to enhance program services; Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;

- Develops effective working relationships with children, families and co-workers by assisting in the resolution of issues and complaints and refers them to the Daycare Manager when required;

- Presents a professional, positive and helpful attitude at all times when interacting with children, families and co-workers;
Promotes a safe work place; ensures that all established safety procedures are followed;

Conducts other relevant duties as instructed and assessed by the Daycare Manager;

Carries out other duties essential to the position as directed by the Team Lead

FINANCIAL RESPONSIBILITY
The Education Assistant does not have financial responsibility.

COMMITTEES
The ECE Assistant does not sit on committees.

OTHER FACTORS
Culture/Language
Respect for and working knowledge of the Syilx culture.

Personal Attributes
The Education Assistant maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability

WORKING CONDITIONS
Physical Demands
- Lifting (approximately 50 lbs);
- Climbing (stairs, etc.);
- Bending or stooping;
- Extended periods of standing or walking;
- Work in inclement weather conditions;
- Potential for conflict from caregivers/families, the public or Band members;
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings.

Tools/Equipment
- Office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephone system, and sets-up audio-visual equipment for teaching purposes;
- Computer applications such as databases, electronic mail, spreadsheets, and word processing.

Time Management
Frequently encounters emergencies and potentially stressful situations.

COMPETENCIES
Core Competencies
Respect/Collaboration
Trust & Honesty/Building Trust
Compassion
Accountability/Taking Initiative
Education Focused Competencies
Planning, Organizing and Co-ordinating

Conflict Management
Customer Service
Delivering Results (Productivity and Personal Growth)
Functional Knowledge and Skills
Teamwork and Co-operation
Communication (Written and Oral)
Technology
COMPETENCIES DEFINED

CORE COMPETENCIES
Respect/Collaboration

RESPECT: Treats all people with dignity, respect and fairness. Resolves interpersonal conflicts constructively. Shares time, energy and knowledge with others to ensure they can succeed.

INCLUSIVENESS: Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust

HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely and appropriately.

COMMITTED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures. Compassion Genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others. Accountability/Taking Initiative Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

EDUCATION FOCUSED COMPETENCIES

Planning, Organizing and Co-ordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization’s mandate.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Customer Service is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department’s services).

Delivering Results (Productivity and Personal Growth) Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.
**Functional Knowledge and Skills Demonstrates** skills and knowledge relevant to one’s own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

**Communication** (Written and Oral) Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.

**Technology** is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management and privacy protection issues.