

<b>Job Title:</b>	Early Childhood Educator's Assistant (ECEA)	<b>Job Category:</b>	ntamtqen snma?maya?tn <b>Band School</b>
<b>Department/Group :</b>	ntamtqen snma?maya?tn <b>Band School</b>	<b>Job Code/ Req#:</b>	6300
<b>Location:</b>	1416 Hwy 3 Cawston	<b>Travel Required:</b>	Minimal
<b>Salary Range:</b>	\$25.00	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Diane Wood	<b>Date posted:</b>	December 2, 2025
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	When filled

**Resumes & Cover Letter accepted by:**

<p>E-mail: <a href="mailto:diane.wood@lsib.net">diane.wood@lsib.net</a></p> <p>Attention: Diane Wood</p>	<p><b>Mail: Lower Similkameen Indian Band</b></p> <p>Box 100 Keremeos, BC VOX 1N0</p> <p>Attn: Diane Wood</p>
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**LOWER SIMILKAMEEN INDIAN BAND  
EARLY CHILDHOOD EDUCATOR'S  
ASSISTANT**

**PURPOSE OF THE POSITION**

To plan and implement activities/interventions for children, families, and the community to enhance child development, as well as to collaborate as a part of a multidisciplinary team to ensure that children have access to the services they need. This position plays an important role in promoting the early childhood stages of growth and development.

**SUPERVISION RECEIVED**

The Early Childhood Educator operates under the direct supervision of the Band School Principal.

**SUPERVISION EXERCISED**

The Early Childhood Educator does not supervise employees.

**DUTIES AND RESPONSIBILITIES**

- Develops and maintains yearly, monthly, and daily instructional plans;
- Keeps records regarding access to provincial services and wait lists;

- Demonstrates appropriate and effective teaching strategies that will support the learning of children involved in the program;
- Maintains a safe learning environment in the school, fieldtrips, or other school-sponsored activities;
- Orders instructional equipment and supplies for classroom use and maintains an inventory when required;
- Resolves conflict with program participants or parents;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Attends departmental meetings and events as required;
- Participates in relevant training and workshops identified by the Principal to enhance program services;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with parents and co-workers by assisting in the resolution of issues and complaints and refers them to the Principal when required;
- Maintains strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues;
- Presents a professional, positive, and helpful attitude at all times when interacting with children, families, the community, and co-workers;
- Promotes a safe workplace; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Principal

### **FINANCIAL RESPONSIBILITY**

The Early Childhood Educator does not have financial responsibility.

### **EDUCATION AND EXPERIENCE**

- Diploma or certificate in Early Childhood Education; and
- Minimum 1 year of experience working in a daycare or other ECE environment;
- Experience in planning and implementing curriculum and achieving outcomes;
- Clean criminal record check with Vulnerable Sector required;
- Valid standard first aid and CPR certificate;

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of activities/interventions to enhance child development;
- Thorough knowledge of program administration;
- Advanced interpersonal and organizational skills and extremely detail-oriented;
- Advanced verbal and written communication skills;
- Ability to provide, obtain, or follow clear, concise, and accurate information orally and in writing (including spelling, grammar, context, and structure);
- Ability to connect and build relationships with children in a positive way to encourage engagement and participation, and have fun;
- Ability to establish and maintain respectful, cooperative, and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction, act on own initiative, set own priorities, and meet tight, changing, or concurrent deadlines;
- Ability to exercise sound judgment and discretion when dealing with sensitive issues;

- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to follow safe work procedures;
- Strong work ethic, including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving.

## **COMMITTEES**

Does not sit on committees.

## **OTHER FACTORS**

### **Culture/Language**

Respect for and working knowledge of the Syilx culture.

### **Personal Attributes**

The Early Childhood Educator maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability

## **WORKING CONDITIONS**

### **Physical Demands**

- Potential for work in inclement weather conditions;
- Extended periods of standing or walking;
- Potential for conflict from parents;
- 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**

Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, telephones;

Uses computer applications such as databases, electronic mail, spreadsheets, and word processing.

### **Time Management**

- Deadlines for preparing reports as directed by the Principal;
- 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 Coordinating

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 for 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 their 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 one's 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 Coordinating** 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 the discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

**Teamwork and Co-operation** are 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 the 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 the 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.