

qathet School District
DRAFT Class Specification
EARLY CHILDHOOD EDUCATOR (ECE) JUST B4 (13.22)



Summary

Just B4 program is a licensed program where children attend without their parents. It is offered to children starting kindergarten in September the following year. The program offers children a chance to experience a classroom setting in school.

Just B4 Preschool Model

Under the direction of School District Early Learning Coordinator or designate, this play-based program offers children experiences that follow the Principles of Learning outlined in the Early Learning Framework: the First People's Principles of Learning and the Early Learning Framework Principles of Learning. It also considers global learning outlined in Schedule G of licensing requirements. The program offers opportunities for inquiry and creativity, outdoor as well as indoor active play, and circle time.

DUTIES AND RESPONSIBILITIES

Service Delivery

- Plan, set up, and facilitate the delivery of the Just B4 program in consultation with Early Learning Coordinator.
- Respond to information and resource requests from parents and caregivers.
- Provide opportunities to explore in line with and inspired by the BC Early Learning Framework (2018).
- Monitor arts and crafts supplies, and consult with Early Learning Coordinator about ordering supplies.
- May monitor and purchase nutrition supplies.
- Perform other assigned comparable duties which are within the scope of knowledge, skills, and abilities of this position.

Program Management

- Maintain effective communication with the Early Learning Coordinator.
- Direct new families to complete registration forms at the School Board Office. Once registration is completed at the School Board Office, forms will be filed and maintained by preschool staff.
- Create, organize, and maintain a warm and inviting Early Childhood environment that provides safety and security for children.
- Maintain attendance records.
- Establish and post a daily schedule.
- Set goals and expectations for self and program, based on the Early Learning Framework (2018).

- Use the following practices to enhance learning: pedagogy of listening, critical reflection, collaborative dialogue, and pedagogical narration.
- Use the four living inquiries, pathways, and reflective questions. Offer provocations to think about children, learning, and practicing. The four living inquiries include Well-being and Belonging; Engagement with others, materials, and the world; Communication and Literacies and Identities, Social Responsibility, and Diversity.
- Ensure that the activities available for children reflect the diversity of learning needs in the group, and encourage creativity.
- Plan and prepare participant-oriented circle time, once or twice daily, including stories, songs, puppets and/or props.

Reception and Public Relations

- Foster an atmosphere of trust and respect.
- Promote awareness of early learning services in the community.
- Provide input for program correspondence, forms, applications, brochures, and newsletters.

Professionalism

- Maintain confidentiality in all matters related to children and parents, except where law requires disclosure.
- Take an active role in staff development, workshops, and training.
- Work within the policies, mission, and values of School District #47.
- Work closely with District personnel and understand the requirements set out by the Ministry of Education and Childcare related to the Just B4 program.

QUALIFICATIONS AND EXPERIENCE

Education

- Grade 12 or equivalent.
- A degree or equivalent in Early Childhood Education from a recognized public post-secondary educational facility.
- Valid Community Care Facilities Branch BC License to Practice.
- Valid Child Safe First Aid Certificate.
- Valid Food Safety Certificate.

Experience

- Two years of current experience in the Early Childhood Education field.
- Experience as a Strong Start Facilitator.
- Previous experience in a licensed preschool program.

Knowledge

- Current knowledge of Early Learning and childcare issues In-depth knowledge of the Early Learning Framework (2018).
- Knowledge of instructional strategies to address the four living inquiries, pathways, and reflective questions.

Skills and Abilities

- Excellent communication and interpersonal skills.
- Ability to effectively use computer applications for communicating and programming support.
- Demonstrated ability to plan, organize, and implement a licensed preschool program.
- Ability to plan and implement a variety of activities for a diverse group of children with a range of ages.
- Ability to work effectively with a variety of parents, caregivers, diverse ethnic populations, children, professionals, school, and community members.

Approved: September 2009

Reviewed and Revised: September 2022