



**MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL**

Title: Recovery Early Childhood Educator

Classification: CUPE 1458 – Pay Level 3	Supervisor: Childcare Services Manager
Department: Community Development	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Term Full Time	

SUMMARY DESCRIPTION

Wildflowers Childcare is committed to providing high-quality early learning and childcare programs for the children and families of the Jasper community. Following the Jasper Wildfire Complex of 2024, which displaced residents and significantly impacted local infrastructure, the Recovery Early Childhood Educator will play a vital role in supporting the recovery efforts of the community.

This role focuses on integrating recovery-related support into the existing childcare framework to ensure the well-being of children and staff. The Recovery ECE will assist in maintaining a balanced and supportive environment during the recovery phase, addressing the unique challenges faced by educators and families affected by the wildfire.

Early Childhood Educators (ECEs) are responsible for guiding and instructing children in developmental areas and life skills. The Recovery ECE will also contribute to staff well-being by helping maintain necessary work-rest balances, particularly important as staffing challenges persist during recovery.

POSITION-SPECIFIC DUTIES

Recovery-Specific Duties:

- Provide emotional and developmental support to children affected by wildfire-related displacement or trauma.
- Assist in identifying and addressing the evolving needs of families in the recovery process, including referrals to additional resources or support services as needed.
- Support childcare staff in maintaining a positive and resilient work environment, ensuring sustainable workloads to prevent burnout.
- Collaborate with the community and municipal recovery teams to identify gaps in services related to early childhood education.
- Participate in recovery-focused initiatives and integrate them into programming.

Program:

- Ensure safety and welfare of each child, with particular attention to emotional well-being during recovery.
- Plan and implement high-quality early learning programs that incorporate recovery-related supports and strategies.. Planning should meet the needs of all children, utilizing clear expectations, routines and the *Flight* curriculum framework.
- Design and prepare imaginative child-led activities that address the individual and

group needs of children in recovery.

- Create and maintain developmentally appropriate, trauma-sensitive learning environments for children.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift requirements, ensuring facility cleanliness at all times.
- Ensure the safety and maintenance of the equipment and toys at all times;
- Maintain close communication with fellow educators on the development and progress of each child.
- Responsible for opening and closing of the program

Staff:

- Promote and maintain harmonious relationships between childcare staff
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Encourage open communication among staff to address recovery-related challenges and solutions.
- Participate in room planning sessions to ensure well-coordinated and effective service delivery
- Complete regular professional development through attending workshops, conferences, and other staff development and reviewing progress with the assistant manager and manager as required.
- Perform other related duties as assigned by the Childcare Services Manager/Assistant Manager
- Foster a supportive environment for childcare staff, promoting collaboration and team resilience.
- Participate in regular staff planning sessions to ensure effective recovery-focused service delivery.

Administrative:

- Attend and participate in all staff meetings, team meetings, recommended training programs and other professional learning opportunities
- Inspect facilities and equipment on a regular basis to ensure standards are met
- Complete documentation on a regular basis, including room planning, learning stories, child specific anecdotal records and any other documentation required
- Arrive to work on time, ready for your shift and continually check the schedule for shift information

Parents & Community:

- Initiate, establish and maintain a continuing positive and supportive relationship with parents;
- Explain the operation and functions of the childcare programs to parents, other educators and the community
- Promote a strong inclusive community at all times
- Respect community stakeholders and the facilities we use regularly
- Serve as a liaison between families and recovery support services, providing information and advocacy as needed.
- Maintain ongoing communication with families about their children's development and recovery progress.
- Promote a sense of inclusivity and resilience within the childcare and broader Jasper community.

GENERAL MUNICIPAL DUTIES

- Act as an ambassador for the Municipality of Jasper in the community;
- Work collaboratively with other municipal department staff;
- Adopt a culture of continuous improvement, guided by the Municipality of Jasper's values of: respect, accountability, communication, professionalism, empathy and teamwork;
- Review, understand, and follow municipal policies and procedures;
- Perform all duties in line with the municipal Occupational Health and Safety (OH&S) program;
- Document and report all incidents or near-miss situations in accordance with policy;

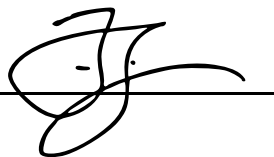
COMPETENCIES AND BEHAVIOURS

- Ability to work effectively in a dynamic, post-disaster recovery environment.
- Strong interpersonal skills and the ability to foster community relationships.
- Sensitivity and empathy in addressing the needs of families and children impacted by natural disasters.
- Resilience and adaptability in the face of changing needs and challenges during recovery
- Ability to maintain a positive attitude and be flexible in a team environment
- Ability to stay calm and professional in stressful situations
- Ability to handle sensitive, confidential and trauma-related information
- Ability to relate well to children, parents, fellow educators and community members
- Confident, personable and approachable nature
- Knowledge of child development
- Ability to maintain privacy and use discretion in a confidential work environment
- Committed to the Municipality of Jasper's Core Values – Professionalism, Empathy, Accountability, Respect, Communication and Teamwork

DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE

- **Education:** Alberta Early Learning and Child Care Educator Level 1 Certification or the ability to obtain a Level 1 in 6 months.
- Valid CPR & Childcare or Standard First Aid;
- Experience working in childcare, with preference for those who have experience in post-disaster recovery settings.
- Understanding of *Flight*, Alberta's ELCC curriculum framework is an asset

Approved: _____



Date: 2025-01-30

Bill Given
Chief Administrative Officer
Municipality of Jasper