



**MUNICIPALITY OF JASPER  
JOB DESCRIPTION MANUAL**

**Title: Early Childhood Educator Level 3**

Classification: CUPE 1458 – Pay Level 11	Supervisor: Childcare Services Manager
Department: Community Development	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Permanent Full Time	

**SUMMARY DESCRIPTION**

Wildflowers Childcare is committed to providing high quality early learning and childcare programs for the children and families of the community of Jasper. We are dedicated to building relationships with families by sharing information and providing supports. Our image of the child is as a Mighty Learner, a citizen, explorer, researcher, inventor, and unique individual.

Early Childhood Educators (ECE) are responsible for guiding and instructing children, from infancy through to school age, in various developmental areas and life skills. ECE's will plan and implement programming according to the philosophy of Wildflowers Childcare, Alberta Early Learning and Child Care (ELCC) regulations, *Flight*, Alberta's ELCC framework and other policies and regulations that may be applicable. All educators are expected to work collaboratively as part of the team and provide inclusive and diverse programming to meet each child's needs. Educators can be assigned to work at both our Early Learning and Out of school care programs.

**POSITION-SPECIFIC DUTIES**

**Program:**

- Ensure safety and welfare of each child;
- Plan and implement an early learning program that ensures high quality care of all children.
- Planning should meet the needs of all children, utilizing clear expectations, routines and the *Flight* curriculum framework.
- Design and maintain a developmentally appropriate learning environment for children
- Create, plan and prepare interesting and imaginative child-led activities that meet the needs of individual children as well as for the needs of the group;
- 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.
- Support, mentor and lead educators and monitor practicum students
- Responsible for opening and closing of the program

**Staff:**

- Promote and maintain harmonious relationships between childcare staff
- Act as a leader, role model and mentor for all educators
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Encourage participation of all staff in problem solving
- Assist with orientation of new educators and casual staff
- 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

**Administrative:**

- Perform the role of team lead in their room when designated
- Act as the Assistant Manager if needed and when designated
- 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

**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; and

### **COMPETENCIES AND BEHAVIOURS**

- Excellent interpersonal and communication skills, in writing, on the phone and in-person
- 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 3 Certification or equivalent education that would equal a Level 3 certification
- Valid CPR & Childcare or Standard First Aid;
- Leadership experience in a child care setting or related field
- Experience working with children and/or in a child care setting
- Understanding of *Flight*, Alberta's ELCC curriculum framework is an asset

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

**2023-08-10**

Bill Given  
Chief Administrative Officer  
Municipality of Jasper