

## LANGLEY COMMUNITY SERVICES – JOB POSTING SIS 19-02 INTERNAL

<b>Job Title:</b>	<b>Early Childhood Educator</b>
<b>Department:</b>	Settlement and Integration Services
<b>Start Date:</b>	ASAP
<b>Salary:</b>	Hourly rate (\$ 18.15-21.14) – depending on qualifications and experience
<b>Hours:</b>	Permanent Part-time – 29 Hours/week

### ❖ Job Summary

Collaboratively develops, implements and evaluates appropriate activities for children under six and their parent/caregiver. Activities will focus on learning about life skills, general knowledge, social cues and healthy affordable lifestyle choices. They will also affirm retaining a strong sense of cultural and linguistic identity and pride within a multicultural environment. All activities will be geared toward language acquisition as well as stimulating their appropriate intellectual, physical and emotional growth.

### ❖ Key Duties and Responsibilities

- Welcomes children ages 0-6 and their parent/caregiver to the program. Explains and interprets the philosophy, goals and objectives of the program to families and answers questions. Ensures enrolment information is in order including all other pertinent consent forms.
- Plans, carries out and evaluates developmentally and culturally appropriate activities and experiences for children using modeling, observing, questioning, demonstrating and reinforcing techniques. Develops daily program schedules that include indoor/outdoor, active/quiet and individual and group activities.
- Identifies the abilities, interests and needs of children and their parents/caregivers and develops individualized and group curriculum based on these. Recommends referrals or additional services for children with professionals such as behavioral therapists, occupational therapists and speech pathologists.
- Ensures a healthy and safe environment in which the children and parents can interact. Administers first aid and assistance in accordance with established policy.
- Maintains and purchases activity materials within prescribed budget, keeping accurate record and submitting receipts. Will also give input for necessary equipment in conjunction with Program Manager/ program coordinator's approval.
- Collaborates with all other staff members on team reporting, activities, trends and arising issues at staff meetings.
- All other duties as assigned by the manager

## ❖ **Required Education, Experience, Training**

- Early Childhood Educator Certificate or Diploma
- Must have two years' Multicultural experience working within an Early Childhood environment.
- First Aid with Adult and Child CPR Certificate
- FoodSafe training/certification
- Strong Knowledge and awareness of family, parenting, cultural issues, age appropriate programming and developmental needs of children
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- Cross cultural communication skills and sensitivity to issues affecting immigrant and refugee community
- A working knowledge of community based programs and resources is preferred
- Able to work independently and as part of a team to provided quality services to program participants
- Excellent written and oral English language skills and group facilitation
- Provide work direction to on-call casual staff where necessary/required
- Proficient in MS Word, Excel, Email and Internet use

### **TO APPLY:**

Please reply by **JANUARY 11<sup>th</sup>,2019** with Cover Letter and Resume, quoting Posting Number **SIS 19-02** to:

**Langley Community Services Society**

**Attention: Mary Tanielian, Manager of Settlement and Integration Services**

**5339 – 207 St, Langley, BC V3A 2E6**

**Email: [mtanielian@lcss.ca](mailto:mtanielian@lcss.ca)**

*Please note that only persons selected for an interview will be contacted*

