

Early Childhood Educator Assistant (ECEA)

Overview

An Early Childhood Educator Assistant (ECEA) works under the supervision of certified Early Childhood Educators (ECEs) to provide care, support, and an educational environment to young children in a childcare setting. As this is for a new childcare facility, ECEAs will be essential in helping the new facility run smoothly and will contribute to shaping a positive and nurturing environment for both children and staff.

Our classrooms are inspired by the Fueling Brains philosophy with a focus on development of executive functions. These innovative spaces are where creativity, imagination, social skills, and children's interests determine the curriculum. The ECEA will work under the supervision of the ECE to create a learning environment that inspires children to think outside of the box and explore and engage with their senses.

Essential Duties and Responsibilities

- **Child Supervision & Care**
 - Assist in the supervision of children during both indoor and outdoor activities, ensuring their safety and well-being at all times.
 - Help with routine care activities such as feeding, diapering, toileting, and maintaining hygiene.
 - Support children's development of executive functions
- **Program Support**
 - Aid the lead ECE in the preparation and implementation of engaging, age-appropriate and developmentally appropriate activities that promote the development of executive functions.
 - Set up and organize materials for daily activities based on the child's development data.
 - Help guide children through activities, encouraging participation and fostering independence.
- **Health & Safety**
 - Maintain a clean, organized and safe environment for children, adhering to safety protocols and procedures.
 - Assist in daily health checks, including monitoring for any signs of illness or injury and reporting concerns to the supervising ECE.
 - Help ensure the facility meets provincial health and safety standards and follows proper hygiene practices.

- **Child Observation & Communication**
 - Observe children’s behaviors and interactions, recording notes as requested by the lead ECE to help monitor child development.
 - Provide feedback to the lead ECE about any issues or observations concerning the children’s progress, challenges or specific needs.
 - Maintain open communication with parents and caregivers, relaying any relevant information from the lead educator.
- **Facility Support**
 - Assist in setting up and organizing the facility for daily operations, particularly in the early stages of the center’s opening.
 - Help maintain inventory of supplies, ensuring that classrooms are equipped with necessary educational materials, toys, and cleaning supplies.
 - Participate in daily cleanup and organization of classroom materials and furniture to create a conducive learning environment.
- **Team Collaboration**
 - Work collaboratively with other ECEs and ECEAs to foster a positive and professional learning environment.
 - Participate in team meetings, offering support and feedback to ensure the smooth operation of the childcare center.

Preferred Skills and Qualifications:

- **Education**
 - **Early Childhood Educator Assistant Certificate** from an accredited institution in British Columbia
 - Registration with the **BC Ministry of Children and Family Development** as an Early Childhood Educator Assistant.
 - Willingness to pursue ongoing professional development opportunities
- **Experience**
 - Experience working with children in a licensed childcare setting or early learning environment is preferred.
 - Knowledge of child development theories and practices is an asset.
- **Key Skills**
 - Passion for working with young children and fostering their growth.
 - Strong interpersonal and communication skills to engage with children, parents, and staff.
 - Ability to work collaboratively in a team-oriented environment.
 - Flexibility, creativity, and patience in responding to children’s individual needs.

- Knowledge of **BC's Early Learning Framework** and **Inclusion Practices** is an asset.
- Familiarity with Indigenous perspectives and cultural competence is highly valued.
- Experience using digital platforms for **attendance tracking, lesson planning, or communication with parents** is an asset.
- Experience working in culturally diverse environments or with children from various backgrounds is valued. The candidate should understand how to create an inclusive environment where every child feels welcome and supported.

Work Environment Requirements

- Flexibility to work various shifts, including early mornings or late afternoons, depending on the facility's requirements.
- Flexibility to work occasional evenings or weekends for events and staff meetings is preferred.
- Physical Requirements: Ability to engage in active play with children, including lifting small children, sitting on the floor, and participating in outdoor activities.
- Location: May involve initial training and orientation sessions to familiarize with the new environment prior to the opening.

Additional Requirements

- Criminal Record Check: Successful completion of a criminal record check, including a vulnerable sector search.
- First Aid Certification: Valid Emergency Child Care First Aid and CPR or willingness to obtain within the first three months of employment.
- Immunizations: Up-to-date immunizations as required for childcare workers in British Columbia.
- Physical Requirements: Ability to engage in active play and lift up to 40 lbs.