



## Penticton Indian Band

841 Westhills Drive  
 Penticton, British Columbia  
 Canada V2A 0E8

Telephone: 250-493-0048

<b>Position Title:</b>	<b>ECE Supervisor</b>	<b>Level</b>	3.1 \$32.50/hr
<b>Department:</b>	PIB Daycare	<b>Type:</b>	ECE Supervisor
<b>Status:</b>	Full-Time, Permanent	<b>Working Hours:</b>	37.5 Hours per week
<b>Responsible To:</b>	Child Care Programs Manager		
<b>Location:</b>	Little Paws Children's Center, 162 Westhills Crescent, Penticton, BC, V2A 0E8		
<b>Deadline:</b>	Open Until Filled		

### Job Summary:

The Early Childhood Educator (ECE) Supervisor is responsible for the supervision of the staff within the 3–5-year-old program and the overall operation of the program, which includes but not limited to, guiding, caring, and instructing children by implementing developmentally appropriate activities and experiences for children 3-5 years old. The supervisor must ensure licensing regulation are always followed and ensure the health and safety of the children. The ECE Supervisor shall foster cooperative social behaviour to assist children in forming positive relationships while ensuring the other ECEs do the same. The ECE Supervisor will work collaboratively with the Child Care Programs Manager, ECE Coordinator, ECE Staff, families, and community to support positive child development.

### Core Competencies:

- Accountability & Dependability
- Teamwork
- Problem solving
- Communication
- Flexibility
- Continuous improvement
- Patient
- Leadership
- Organization
- Ethics
- Integrity

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Supervise, guide and support program staff to ensure they are following their assigned duties, responsibilities and adhering to Licensing Regulations.
- Assist/guide ECE staff in the development and implementation of age-appropriate program for children ages 3-5 years.
- Develop and implement an age-appropriate program for children ages 3-5 years.
- Guide and assist children in daily activities.
- Maintain equipment and assist in housekeeping duties.
- Maintain and update each child's file and be knowledgeable about any medical conditions.
- Interact with children to encourage involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing.

- Provide diapering care and toilet learning as needed.
- Model developmentally appropriate activities and positive behavior management techniques.
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Continue professional development through attending workshops, conferences, and other staff development activities.
- Willingness to learn Okanagan language, cultural practices, and protocols.
- Maintain up to date knowledge of current child development practices.
- Demonstrate behavior that is professional, ethical, and responsible.
- Assist with other duties as requested by the Child Care Programs Manager/ECE Coordinator.
- Snack and meal preparation.
- Ensure toys are disinfected and rotated regularly.

### **Accountability**

- Adhere to the BC Child Care Licensing Regulations.
- Ensure confidentiality of privileged information.
- Administer medications as prescribed by a physician.
- Prompt and have good attendance.

### **Relationships**

#### Internally

- Reports to the Program Supervisors, then ECE Coordinator, then, if necessary, the Child Care Programs Manager.
- Collaborates with all program staff.
- Participates in team planning sessions and monthly staff meetings.

#### Externally

- Share information regarding child development with parents.
- Maintain open, friendly, and cooperative relationships with each child's family and encourage their involvement in the program.

### **Decision Making**

- Immediate decision making ensures adherence to the BC Child Care Licensing Regulations.
- The ECE employee will make decisions based on ensuring the health and safety of the children they are responsible for.

### **Communication Skills**

- Open communication is required to ensure BC Child Care Licensing Regulations are being met. This includes communicating absences and appointments in advance to supervisors.
- If illness occurs, employees must notify supervisor as early as possible.
- If there is an emergency resulting in the immediate need to leave work, the employee must ensure the safety and wellbeing of the children prior to leaving site by communicating to a supervisor the need to leave.

### **Policy & Service Responsibility**

- Adhere to and abide by all Penticton Indian Band employee personnel policies, procedures, code of conduct, email and internet acceptable use policy, and oath of confidentiality.

### **Administrative/ Managerial Responsibilities**

- Keep a record of all daily plans and activities.
- Conduct and update developmental profiles on all children and share with parents.
- Ensure all accidents/incidents are recorded.
- Maintain children's attendance records.
- Record and maintain a food logbook.

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Current valid ECE license to practice in the Province of British Columbia.
- Knowledge and understanding of standards of practice and BC Child Care Licensing Regulations.

#### **Other Certification, Licenses, Designations and/or Training**

- Criminal record check.
- Three references.
- Current immunizations and TB clearance.
- Current First aid certificate.
- Current Food Safe certificate
- Valid Class 5 Driver's License
- Transportation to and from work

#### **Specific Job Skills and Levels**

- Excellent interpersonal skills.
- High level of energy.
- High level of patience.
- Genuinely committed to helping children learn.
- Cultural sensitivity.
- Excellent problem-solving skills.
- Excellent negotiation and mediation skills
- Ability and willingness to perform physical tasks.
- High level of trust and confidentiality.
- Computer literacy, including proficiency with computer software applications such as MS Word, Excel, Email.

#### **Minimum Level of Experience**

- Minimum three years' experience working with children ages 3-5.

#### **Personality Traits**

- Energetic
- Enthusiastic
- Patient
- Compassionate

- Open Minded

### Assets:

- Valid BC Class 4 Drivers License
- Related training in children with special needs.
- Knowledge of sign language.
- Knowledgeable about the language and culture of the syilx Okanagan people.

### Working Conditions:

- May be exposed to infectious waste, diseases, and conditions.
- Interacts with children, family members, staff, visitors, and government agencies.
- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking.
- Noise level can be moderate to loud.
- Overtime may be required.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

**We thank all those who apply; however, only those candidates selected for an interview will be contacted.**

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career, please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager  
Penticton Indian Band**

**Mail:** 841 Westhills Drive Fax: (250) 493-2882  
Penticton, BC V2A 0E8 Email: [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others.*