Penticton Indian Band
481 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position:	**Early Childhood Educator (ECE)**	**Classification:**	ECE (Certified)
Department:	PIB Daycare	**Pay Rate:**	Starting at $29.00/ hour
Status/Term:	• Full Time/Permanent • Part-time • Casual/On-Call	**Hours of work:**	37.5 hours per week
Responsible To:	Child Care Programs Manager		
Location:	Little Paws Children's Center, 140 Outma Sqilx'w Place, Penticton BC V2A 0E3		
Deadline:	**Open Until Filled**		

PIB welcomes applications from all qualified individuals who are legally entitled to work in Canada. We are not able to facilitate Labour Market Impact Assessments (LMIA) for this position.

Job Summary

The Early Childhood Educator (ECE) is responsible for guiding and instructing children, in a variety of educational subjects and life skills. Subjects and life skills include music, art, social science, literature, physical activity, personal hygiene and healthy eating. In addition, the ECE will assist children with nurturing developmental and cognitive skills such as physical, mental, and social development. The ECE supervises activities, such as field trips, group discussions, and dramatic play acting, to stimulate students' interest in and broaden understanding of their physical and social environment. The ECE shall foster cooperative social behaviour through games and group projects to assist children in forming satisfying relationships with other children and adults. The ECE encourages students in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of aesthetic experience. She/he instructs children in practices of personal cleanliness and self care. The ECE alternates periods of strenuous activity with periods of rest or light activity to avoid overstimulation and fatigue. The ECE discusses students' progress with parents to ensure constant communication about the children's development.

Core Competencies

- Accountability
- flexibility
- Problem Solving
- Communication
- Reliability
- Teamwork
- Organization

Duties/Responsibilities

- Develop and deliver age-appropriate programs.
- Supervise, guide and assist children in daily activities.
- Lift up to 45 lbs on a regular basis
- Be able to move from a sitting position to standing position quickly
- Provide a safe and happy environment.
- Record necessary information pertinent to each child.
- Ensure activities adhere to the governing childcare act(s).
- Maintain equipment and assist in housekeeping duties.
- Read each individual child's files in his/her class and be knowledgeable about his/her medical and developmental histories.
- Observe children to detect signs of ill health or emotional disturbance, and to evaluate progress.
- Interact with children to encourage their involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing.
- Plan, prepare, and implement daily activities (indoor/outdoor) as they relate to the curriculum.
- Provide diapering care when needed
- Provide overall supervision of toileting and bathroom time.
- Oversee all mealtime/snack time activities and provide related record keeping.
- Maintain good communication with parents on a daily basis through the use of daily sheets, notes and/or verbally.
- Supervise, train and utilize assistant educator's (and volunteer's) skills and abilities.
- Work with other staff members to form a positive, supportive team atmosphere.
- Ensure confidentiality of privileged information.
- Maintain adherence to all company policies and procedures, including safety requirements.
- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills.
- Establish instructional programs based on scientifically based research.
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Model developmentally appropriate activities and positive behaviour management techniques through daily contact with children and early childhood staff in the classroom.
- Select books, equipment and other instructional materials appropriate for the early childhood program.
- Include materials and experiences in the classroom that are culturally appropriate and represent diversity.
- Maintain attendance records
- Participate in team planning sessions and monthly staff meetings
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program.
- Continue professional development through attending workshops, conferences and other staff development.
- Be sensitive to individual children's differences and needs and be willing to adjust the program and curriculum to meet those individual needs.
- Maintain up to date knowledge of current child development practices.
- Demonstrate behaviour that is professional, ethical, and responsible.
- Prepare meals and snacks as needed
- Perform light housekeeping duties such as laundry, dishes, toy sanitation, sweeping floors

- Assist with other duties as requested.

Qualifications/Requirements

- ECE license to practice is British Columbia
- Three reference checks
- Medical note
- Ability to effectively interact and relate to children in a developmentally appropriate manner.
- Knowledge and understanding of standards of practice and regulations in the Early Childhood Education field.
- A broad knowledge of child development and teaching methods.
- Ability to recognize individual learning styles and the characteristics of learners.
- Criminal record check
- Current First Aid Certificate
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- High level of energy.
- High levels of patience.
- Genuinely committed to helping children learn.
- Cultural sensitivity.
- Excellent problem-solving skills.
- Excellent negotiation and mediation skills.
- Ability and willingness to perform required physical tasks.
- High level trust & confidentiality.
- Basic Computer literacy
- Willing to participate in ongoing learning.

Assets

- Related training in the area of children with special needs.
- Food Safe certificate
- Class four license
- Knowledge of sign language.
- Knowledgeable about the language and culture of the Syilx people.

Working Conditions

- Interacts with children, administration, family members, visitors, government agencies/personnel under all circumstances.
- 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.
- Intermittent physical activity including walking, standing, sitting, lifting and supporting students.
- Overtime as 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.

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
Penticton, BC V2A 0E8

Email: 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.

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