



## Job Posting

**Position:** Early Childhood Educator

**Department:** UNB Daycare/Headstart

**Term:** Permanent Full Time - 32 hours perweek

**Start date:** ASAP (or until position is filled)

**Wage:** Commensurate with experience, as per salary range for Grade 4 level employee in UNB Personnel Policy

**Reports to:** Daycare/Headstart Manager

### Role:

The Early Childhood Educator provides education and development services to children aged 0-5. The Early Childhood Educator works specifically in the UNB Daycare/Headstart.

### Key Responsibilities:

- Develops and provides excellent curriculum-based programming for the children that promotes Syilx Okanagan culture and language, school readiness, health & nutrition, and social support.
- Keeps records as pertinent to the program i.e., Attendance, Incidence, Fire Drill, etc.
- Follows policies and procedures as outlined by the Ministry in accordance with licensing policies and UNB policies.
- Prepares and provides nutritious snacks for the children.
- Promotes health and hygiene, to prevent the spread of illness, by following best practices for hand washing, diapering, food preparation and by implementing regular cleaning routines (sanitization of toys, kitchen, and other surfaces).
- Keeps a neat and organized work environment.
- Meets and greets parents and guests in a professional manner.
- Communicates with the parent and provides written and oral communication regarding all incidents both positive and negative. Updates professional qualifications in a timely manner.
- Enhances personal skills as part of professional development. Administers assessments (ex. Ages and stages).
- Performs all duties and responsibilities in accordance with the UNB policies, standards, and procedures, and as directed by the UNB Headstart Manager.

### Qualifications/Experience:

- BC Early Childhood Educator License or pursuing
- Valid First Aid with CPR Level B
- Valid Driver's License and acceptable driving record
- Valid Food Safe Certificate (preferred)
- Acceptable Criminal Record Check (with Vulnerable Sector Search)
- Minimum 2 years Early Childhood Educator experience (preferred)
- TB Screen is required annually

Send cover letter and resume via hand delivery, mail, e-mail, to:

### Human Resources

Upper Nicola Band – General Delivery, Douglas Lake, BC, V0E 1S0

Tel: 250 350-3342

[hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those short-listed will be contacted.**