



CHILDCARE PROVIDER III

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

The Childcare Provider III reports to the District Principal, Childcare and Early Learning. The role of Childcare Provider III is to work in collaboration with the childcare team and will provide general care, supervision and assistance to children registered in SD72's before and after school program for school-aged children.

SPECIFIC RESPONSIBILITIES

- Implement age-appropriate activities for before and after school care in accordance with daily schedules and program objectives.
- Guide and assist children in daily activities while fostering and encouraging positive social interactions among students.
- Establish positive working relationships with staff, community partners, families, and children.
- Maintain appropriate records of attendance, all daily plans and activities.
- Ensure all accidents/incidents are recorded and reported in a timely manner to the District Principal, Childcare & Early Learning.
- Ensure confidentiality of privileged information.
- Adhere to policies and procedures, including safety requirements and emergency preparedness.
- Establish reasonable behaviour expectations consistent with the centre's policies and program objectives.
- May prepare or facilitate snack time for the children.
- Assist in general housekeeping requirements.
- Understand and act in accordance with relevant policies and procedures from the School District, Ministry of Education, Child Care Licensing Regulation, and WorkSafeBC.
- Performs other duties as assigned.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Grade 12 diploma plus completion of Responsible Adult Course, or the completion of a course, or a combination of courses, of at least 20 hours duration in child development, guidance, health and safety, or nutrition.
- Must be at least 19 years of age in accordance with the Community Care and Assisted Living Act, Child Care Licensing Regulations.
- A valid Emergency First Aid–Community Care certificate

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- A minimum of 1 year of recent experience working with youth and children or an equivalent combination of training and experience working with children or youth.
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) using tact, discretion, and diplomacy, while maintaining confidentiality in matters related to the school district.
- Ability to work collaboratively as part of a team with colleagues, parents, and children.
- Ability to use judgement to select appropriate courses of action within the limits of established methods and procedures.
- Strong problem-solving and organizational skills with the ability to work with minimal supervision.
- Ability to be flexible and adaptable.
- Demonstrated willingness to participate in professional development as provided by the district.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- Grade 12 diploma.
- Successful completion of the 20-hour online Responsible Adult Course.
- Emergency First Aid–Community Care certificate.
- Evidence of compliance with the Province’s immunization and tuberculosis control programs.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Works collaboratively with District Principal, Childcare and Early Learning, and members of the childcare team.

REPORTING STRUCTURE

- Reports to the District Principal, Childcare and Early Learning.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position’s classification is Student Supervisor and has a pay rate in accordance with Schedule B of The Canadian Union

of Public Employees – Local 723 Collective Agreement.