



1701 Elgin Road
Victoria, BC V8R 5L7
www.oakbaypreschool.com

POSITION DETAILS

Employment Terms: Temporary at approximately 15-20 hours per week with possibility to become permanent in September at approximately 26-30 hours per week

Salary: Starting at \$24-30 per hour based on experience and education

ABOUT US

Located in Oak Bay for over 47 years, our preschool is parent owned, and focuses on a learning through play approach to foster a child's sense of wonderment with the world around them. We use a balance of indoor and outdoor classrooms to enrich the child's preschool experience. We work to build a strong and welcoming community among our preschool families, where we can engage and collaborate in our pursuit of continuing education.

HOW YOU FIT IN

We are looking for a dedicated person who can nurture our children, inspire our families, and become a part of our community. This position is suitable for those individuals who hold a valid ECE licence and have experience working with children with diverse abilities. A strong knowledge of licensing requirements and the Cooperative preschool philosophy. **You must be comfortable and prepared to be outside in all weather conditions.**

JOB DESCRIPTION

The ECE is responsible for providing a preschool program that uses developmentally appropriate practices in a safe physical environment. The ECE works to develop partnerships with parents. The ECE, in an advisory capacity, supports the administration of the preschool and also serves as liaison in support of the VICPA

ORGANIZATION RELATIONSHIPS

1. Reports directly to the duly elected parent executive. Responsible to the entire membership.
2. Directs and supervises participating parent assistants.
3. Supervises and directs volunteers and practicum students when their participation is



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mutually agreeable to the preschool and the ECE

4. Holds membership in the VICPA, acts as an advisor to relevant workshops and committees of the VICPA, is an active participant in the VICPA ECE Committee.

TYPICAL DUTIES

1. Implement Children's Program.
 - a) Implements a children's program that provides experiences that promote social, emotional, physical and cognitive development. Program will be based on a "learning through play" philosophy.

Satisfactory performance is achieved when a variety of play centres promoting the above areas are available (e.g. dramatic play, creative art, music, language, construction, outdoor climbers) and the children have the opportunity to be involved in these centres to the level of their ability.
 - b) Evaluates children's program.

Satisfactory performance is achieved when the ECE can provide examples of how the program facilitates age appropriate development of the children i.e. social, emotional, physical, and cognitive.
2. a) Provides orientation for parent participants.

Satisfactory performance is achieved when:

 - i. ECE provides orientation covering:
 - Children's program activities based on the philosophy of learning through play
 - Growth and development of young children
 - Acceptable guidance and discipline practices.
 - b) Provides education and on-going support for parent participants.

Satisfactory performance has been achieved when at least four of the following procedures have been implemented:

 - i. ECE speaks at general meetings to educate and inform parents on matters relating



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to the program.

- ii. ECE - written communication at least twice a year for parent education, e.g. Bulletin Board, Newsletter.
 - iii. Makes recommendations to the Parent Education Chairperson in the selection of speakers for the general meetings.
 - iv. Makes recommendations to Parent Education Chairperson in the selection of books for the Parent Education Library.
 - v. Is available for Parent/Teacher conferences (at least 30 minutes per year per family). May be formal or informal.
3. Provides education and support to ECE substitutes. Satisfactory performance is achieved when:
- a) Guidelines and discipline procedures are posted.
 - b) Philosophy, health, safety and program routines have been covered.
 - c) ECE is available for informal communication with the ECE substitute.
4. Advises the executive on matters of program development and facility maintenance. Satisfactory performance is achieved when:
- a) ECE attends and reports to 80% of school executive and general meetings. Meeting minutes may be reviewed for confirmation.
5. Maintains health and safety regulations in order to meet licensing requirements. Satisfactory performance is achieved when:
- a) VIHA Health and Safety Guidelines are being met.
 - b) VICPA Health and Safety Standards are being met.
6. Maintains professional development in order to meet licensing requirements. Satisfactory



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performance is achieved when:

- a) ECE attends professional development programs relating to early childhood education for the equivalent of two hours per month during the school year.
- b) Holds current first aid qualifications.

MINIMUM QUALIFICATIONS

1. Meets the qualification required by Provincial Child Care Facilities Licensing (Required)
2. Has a minimum of two years experience in daycare or preschool work, and/or experience in parent participation preschools (Required)
3. Has a proven ability to develop positive relationships with children.
4. Has a proven ability to provide leadership and to educate and work cooperatively with adults.
5. Effective communication skills and conflict resolution abilities.
6. Has a commitment to ongoing professional development and education.
7. Special Needs Educator License to practice an asset
8. Valid and current criminal record check and first aid Certificate
9. Experience in emergent curriculum and the Early Learning Framework

HOW TO APPLY

Please email cover letter, references, and resume outlining your experience and education to: vicepresident1@oakbaypreschool.com



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Application is ongoing until a suitable candidate is found. We thank all applicants; however, only those shortlisted will be contacted for an interview.