



## The School House Early Care and Learning Centre

### Classroom Associate ECE - Job Description

1623 Falls Street

Nelson, BC V1L 1J7

250 352-0315

### Working Hours & Compensation

- Monday–Friday, 8 hours per day (specific shift times vary)
  - Employees working more than 5 hours are entitled to a 30-minute unpaid break
  - Wages vary based on qualifications and applicable provincial wage enhancements
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### Position Overview

The Associate Early Childhood Educator (ECE/ECE-IT) works collaboratively with the Lead Early Childhood Educator to foster a respectful, inquiry-based classroom culture in which children and educators co-construct curriculum. The Associate contributes to daily practice by supporting children’s learning, relationships, and well-being, while aligning with the centre’s philosophy, values, and pedagogical approach.

Associates work within British Columbia childcare licensing regulations, the ECEBC Code of Ethics, and the BC Early Learning Framework, as well as the principles of Magna Gerber. The role is grounded in collaboration, reflective practice, and open communication, with a clear understanding that the Lead ECE holds primary responsibility for classroom coordination, family communication, and pedagogical direction.

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### Collaborative Role with the Lead Educator

The Associate ECE:

- Works alongside the Lead ECE to support curriculum, projects, and daily classroom functioning
- Contributes ideas, observations, and documentation to inform curriculum and pedagogical decisions
- Maintains awareness of classroom projects, dynamics, and children’s needs
- Seeks guidance, feedback, and clarification from the Lead as needed
- Supports decisions made collaboratively within the classroom team

Clear, proactive communication between Lead and Associate educators is essential to the success of the program.

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## **Curriculum and Pedagogical Practice**

The Associate ECE will:

- Co-construct short-term and long-term projects with the Lead ECE and supporting staff
  - Support inquiry-based, intentional learning experiences that reflect children's interests, strengths, and identities
  - Document and narrate children's learning to make thinking visible to children, families, and educators
  - Engage in reflective practice and remain open to feedback and professional growth
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## **Inclusive Practice and Community Partnerships**

The Associate ECE supports inclusive classroom practices by:

- Engaging in reflective practice and remaining open to feedback and professional growth
  - Seeking ways to enhance the well-being, belonging, and capacities of all children
  - Welcoming and supporting paraprofessionals and community partners working in the classroom, in collaboration with the Lead ECE and Supervisor
  - Working respectfully with support services such as Supported Child Development, Aboriginal Supported Child Development, Behavioural Interventionists, Occupational Therapists, CCRR, and post-secondary practicum programs
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## **Communication and Professional Conduct**

The Associate ECE is expected to:

- Maintain a high standard of professional conduct in all interactions
  - Engage in open, respectful, and ongoing communication with the Lead ECE and the classroom team
  - Offer and receive feedback in a constructive and professional manner
  - Participate in monthly Professional Education Days (PED) and scheduled team meetings
  - Be informed about information shared with families and seek clarification from the Lead when unsure
  - Under the guidance of the Lead ECE, the Associate ECE will contribute to communication with families and may participate in family meetings or check-ins at the direction of, or in collaboration with, the Lead ECE.
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## **Classroom Organization and Daily Responsibilities**

Under the guidance of the Lead ECE, the Associate ECE will contribute to:

- Daily maintenance, cleaning, and yard checklists
  - Organization of classroom binders, including medication records, incident reports, and permission forms
  - Monthly fire drill practices
  - Supporting children's transitions between programs (e.g., Lynx to Bobcat)
  - Assisting with IH incident reporting by promptly informing the Lead, Supervisor, and Manager of incidents
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## **Planning, Resources, and Operations**

The Associate ECE will:

- Use intentional practices to support planning and organization within the classroom
  - Refer requests for supplies, repairs, baking projects, and wish-list items to the Lead ECE
  - Follow classroom purchasing policies and seek approval through the Lead ECE
  - Access CRR and other resources in collaboration with the Lead and Supervisor
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## **Professional Growth and Team Culture**

The Associate ECE is expected to:

- Demonstrate a positive, reflective, and professional attitude. Maintain self-awareness and a healthy work–life balance
  - Be open to learning, mentorship, and ongoing professional development
  - Contribute to a respectful, collaborative team culture
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## **Important Note on Roles**

Supervisors are primarily responsible for supporting educators and overseeing their work. Lead Educators are primarily responsible for day-to-day classroom coordination and family communication. Associate Educators support the Lead and collaborate within this structure, referring decisions and communications as appropriate.