White Rock Christian Academy

ECE Program Educator

About Beyond the Bell
WRCA Beyond the Bell is a Christ-centred Before & After School Program serving students from Kindergarten through Grade 5. Our program provides children with a welcoming and engaging environment beyond the regular school day, with opportunities for outdoor play, gross motor activities, social connection, creative exploration, and enrichment programming.

Position Overview
The **ECE Program Educator** works directly with children throughout the Before & After School Program. This position is focused on relationship-building, active supervision, daily programming, and creating a positive environment where children feel known, valued, and included.

Reports to: ECE Program Coordinator

Responsibilities
- Provide active supervision of children throughout the program.
- Welcome children and families in a warm and professional manner.
- Support daily arrival, attendance, transitions, snack, outdoor play, enrichment, and dismissal.
- Build positive and respectful relationships with children.
- Participate actively in games, sports, creative activities, and enrichment experiences.
- Support children's social-emotional development and positive peer relationships.
- Use positive and developmentally appropriate behaviour guidance.
- Support children with diverse abilities, needs, and communication styles.
- Help maintain a clean, organized, and welcoming program environment.
- Assist with snack preparation and distribution as required.
- Complete headcounts and follow attendance and child-accountability procedures.
- Follow all health, safety, emergency, and supervision procedures.
- Communicate relevant information with fellow educators and program leadership.
- Support a Christ-centred environment through kindness, patience, respect, compassion, and service.
- Follow WRCA and Beyond the Bell policies, procedures, and professional expectations.
- Other duties as required.

Hours of Operation
WRCA Beyond the Bell operates for a total of 4.5 hours each school day, providing care before and after the regular school day.
- Before School Care: 7:00 a.m. – 8:30 a.m.
- After School Care: 3:00 p.m. – 6:00 p.m.

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Staff schedules will be established according to program needs, enrollment, licensing requirements, and individual position responsibilities.

Qualifications

The successful candidate will have:

- Valid BC ECE or ECEA certification.
- Current First Aid/CPR certification.
- Criminal Record Check clearance.
- Experience working with school-age children is an asset.
- Strong communication and teamwork skills.
- A warm, patient, and relational approach to working with children.
- Ability to work independently while contributing positively to a team.
- Commitment to a Christ-centred educational environment and the values of WRCA.