White Rock Christian Academy

ECE Program Lead 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 Lead Educator** is an experienced educator who works directly with children while providing additional leadership and organizational support within the Beyond the Bell team. This role supports the ECE Program Coordinator with delegated operational and programming responsibilities and helps ensure consistency across the daily program.

The **ECE Program Lead Educator** is a resource for other educators and may take responsibility for designated tasks, activities, or areas of program operation.

Reports to: ECE Program Coordinator

Responsibilities
In addition to the responsibilities of a Program Educator, the ECE Program Lead Educator may:

- Support the day-to-day organization of the program.
- Assist with staff coordination and daily task delegation.
- Support educators during transitions, busy periods, and changes in the daily schedule.
- Help prepare and organize enrichment activities and program materials.
- Take a leadership role in designated enrichment programming.
- Support the organization of the program's home-base classroom.
- Assist with maintaining program supplies and materials.
- Support attendance and child-accountability procedures.
- Assist with daily documentation and operational records.
- Help identify and communicate staffing, safety, facility, or programming concerns.
- Support substitute/casual educators in becoming familiar with program routines.
- Provide guidance and modelling to other educators when appropriate.
- Communicate relevant daily information to the Program Coordinator.
- Assume designated responsibilities when the Program Coordinator is not immediately available.
- Other duties as required.

The Lead ECE does not replace the authority or responsibilities of the Program Coordinator. Delegated responsibilities will be clearly communicated and may evolve as the program develops.

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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.

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.