



Oak and Orca Bioregional School

2738 Higgins Street
Victoria, BC
V8T 3N1

e-mail: yj383@victoria.tc.ca
web: <http://oakandorca.ca>
phone: (250) 383-6609
fax: 1-877-544-3427

Early Childhood Educator Job Description:

Teachers at Oak and Orca are responsible for teaching students over a variety of ages. The ECE will likely concentrate on ages 3-6, but will also contribute to the larger school. While there are many responsibilities listed below, not all are typically included in one position. Most staff have a blend of responsibilities based on their specific skills as well as the needs of the school.

General Job Responsibilities:

- Teach or co-teach open classroom, workshops, silent reading, active play, and/or math groups
- Possibly teach in our Forest School, Pre-Primary, and/or Special Education programs
- Supervise and engage with students during recess, lunch, and out of school care
- Plan and run weekly field trips (often by bicycle)
- Support students to become active participants in their learning (planning, reflecting, etc.)
- Report non-judgementally and anecdotally, including tracking the BC learning standards
- Manage student interactions in accordance with school culture/ethics/policies
- Attend consensus staff meetings
- General cleaning and maintenance of spaces
- Support the growth of our programs (e.g. developing curriculum for home-learning programs, marketing, responding to new inquiries, supporting new coworkers, community events, etc.)

ECE Specific Responsibilities:

- Create indoor and outdoor learning centres and activities
- Lead nature based activities outdoors year round
- Support age appropriate choice (e.g. emergent curriculum)
- Maintain routines and combine nurture and structure to build predictability and trust

Position Details:

Term: Most positions are permanent with a four month probationary period. Positions to cover a leave are non-permanent and are for the term of that leave. Temporary positions may also be available from time to time.

Time off: Three weeks split over Winter and Spring break, plus one week in summer. Further time off can be negotiated as unpaid.

Note: As with many other non-profits, we are unable to provide the types of wages and benefits we would like to. We are working together to raise wages and increase our capacity.

The ideal candidate for the position will possess:

- ECE certificate and training
- Experience working with children 3 - 18 years old
- Experience with supporting home learning students
- Strong phone and written communication skills
- Strong computer skills (i.e. quick typist, comfortable using internet and database systems, comfortable learning new programs, able to provide families basic trouble shooting)

- Experience with alternative teaching practices that focus on child-directed learning
- Understanding of bioregionalism and respect for the importance of ecological literacy
- Willingness to be mentored in the philosophy of the school
- Cooperative and communication skills, initiative and enthusiasm
- Strong ability as a cyclist (i.e. able to pull loads as well as cycle distances)

Skills and knowledge in the following areas would be an asset:

- Creative arts, Second Languages, First Nations and Global Perspectives
- Swimming, Lifeguarding, Martial arts, Wilderness Skills
- Understanding of sciences and ecology
- Firm mathematical understanding
- Compassionate Communication
- Consensus Decision Making

**** All staff are expected to use alternative transportation without a motor vehicle of any kind to get to work each day (ie bike, bus, walk, etc.).**