

JOB DESCRIPTION: PROGRAM STAFF

Summary of the Position

The Early Childhood Educator (ECE) is responsible for the supervision and management of the classroom in accordance with the philosophy of the Centre. The principal duties include ensuring the safety and physical well-being of the children, carrying out the curriculum, evaluating the effectiveness of the program, maintaining regular communication with parents and Board of Directors and contributing to the overall effective operation of the Centre.

Duties of the Position

Plans, implements and reviews children's experiences in accordance with the Centre's philosophy and program goals

- provides a daily balance of active/quiet, indoor/outdoor, and individual/group activities
- establishes and carries out the daily schedule that incorporates child-directed activity, care routines and transition times
- organizes space, equipment and materials prior to activities
- assists children in expressing themselves by listening and responding with questions or comments that extend conversations
- uses a variety of teaching techniques including modelling, observing, questioning, demonstrating, reinforcing and bridging
- sets up daily routines to take advantage of embedded learning opportunities
- plans and carries out experiences that promote children's understanding of their own and other cultures and value system
- plans and carries out activities that promote problem-solving play (pretend play, creative and constructive play, and games with rules play)
- organizes physical and social environment to extend and expand child-directed play experiences
- recognizes and builds on emergent and early literacy and numerically activities
- encourages children's representation of their experiences
- represents and documents children's activities - photos, display of children's drawings and printing, portfolios, videos
- provides experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
- participates in short and long term planning and the annual program review

Individualizes the curriculum

- seeks out opportunities to recognize and celebrate new developmental achievements
- encourages and assists each child in carrying out daily routines
- provides daily opportunities for each child to choose to be alone
- engages each child individually each day
- observes how children use the materials and interact with each other and adults
- uses observations to expand play and plan activities that recognize individual differences

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Strengthening the partnership between parents and teachers

- works with resource staff and other specialists to plan, carry out and review individual program plans
- initiates referrals or additional services for children and parents/guardians if there are concerns about the course of development

Guides children's behaviour to promote autonomy and positive self-concept

- sets reasonable behaviour expectations consistent with the Centre's philosophy and policies
- provides positive guidelines such as re-directing, positive language and reinforcement
- immediately addresses problem behaviour without labelling the child
- follows behaviour guidance policies established by the Centre

Ensures the work environment is healthy and safe

- follows the Centre's procedures for maintaining health records, hygienic routines, universal precautions, and administering medication and first aid
- reports all accidents, injuries and illnesses to the Supervisor or designate and record such incidents in the daily log, playground log, and as a serious occurrence, if necessary
- monitors the indoor and outdoor environments for hazards
- updates daily on children's allergies and other special conditions
- establishes enjoyable daily eating routines
- attends to children's physical needs for diapering, toileting, eating and sleeping, with respect and as promptly as possible
- reports all incidents of suspected child maltreatment
- releases children only to persons authorized by the parents/guardians

Encourages and supports active family involvement

- seeks out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children
- completes daily information charts appropriate for the age group
- discusses the program's daily events with family members at drop-off and pick-up times
- guides families to activities that will allow them to participate in their children's early learning and development
- accommodates the family instructions for daily care routines whenever possible
- encourages family members to spend time and to participate in the program throughout the day

Contributes to the on-going operation of the Centre

- follows licensing and other regulatory requirements
- carries out the responsibilities of the Supervisor as the designate when requested
- attends regular staff meetings
- maintains confidentiality of all information related to the Centre's children, families and staff
- participates in the annual performance review process

- plans and carries out annual plan for staff development
- keeps up-to-date with early childhood education and advocacy developments
- maintains regular attendance and punctuality

Qualifications

Education

- Two-year Early Childhood Education (ECE) Diploma or equivalent approved by the provincial licensing process
- Positive Criminal Record Reference Check
- Current Health Certificate, Immunization Record, Emergency First Aid & Infant/Child CPR certification
- Current Certificate of registration with the College of Early Childhood Educators
- Knowledge of the Provincial *Day Nurseries Act*
- Two (2) written childcare references
- Experience working with volunteers an asset

Experience

- Minimum two (2) years teaching/childcare experience with preschool-age children in a licensed Centre

Competencies

- patience, dedication, energy, enthusiasm and caring attitude
- demonstrated ability to direct, instruct and care for children
- ability to deal with non-routine situations
- ability to handle emergencies, crisis, or hostile behaviour
- ability to maintain control in frustrating situations
- ability to work co-operatively with others in a team environment
- consulting/reporting non-routine situations to Supervisor
- ability to accommodate competing demands
- ability to maintain neat and accurate records
- ability to communicate effectively both orally and in writing with children, parents, co-workers, teachers
- ability to maintain confidentiality of all information related to children, parents and staff
- ability to carry/lift children and carry/lift/move moderately heavy items
- ability to stand for extended periods of time; to work at the height of the children
- willingness to work in conditions involving exposure to; bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather
- ability to use professional judgement on a daily basis within the guidelines established by the *Day Nurseries Act* and program policies
- knowledge of the *Day Nurseries Act*, *Child and Family Services Act*, and the *Health Act* and the ability to meet the specifications of these Acts and any other regulations that apply to this work
- willingness to work flexible hours as required

- medical required by local Health Department