



JOB POSTING

Posted internally for 5 business days, then posted externally.

Location:

Position:

Status: Part Time Full Time Casual
 Temp Part Time Temp Full Time

If Temp: Start Date:

End Date:

Qualifications:

Hourly Rate:

Hours of Work:

Effective Date of Position:

month/day/year

Posting Date:

month/day/year

Posting Expiry Date:

month/day/year

Submit Resume/Applications To:



Early Childhood Educator

Reports to: Program Manager

Job Summary

The Early Childhood Educator, under the direction of the Program Manager and in conjunction with the Lead Educator, implements our Child Care Program in accordance with the Program Statement in their program classroom(s). They promote the cognitive, social, physical and emotional well-being and development of the children under the guidelines of *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and Mothercraft Ottawa's mission and strategic plan and the Child Care and Early Years Act (CCEYA).

The Early Childhood Educator models our program to other Early Childhood Educators, Educators and other classroom staff, post-secondary students and volunteers and acts as a resource to parents. They also provide support and guidance when dealing with behaviour issues.

In addition to teaching, the Early Childhood Educator is responsible in assisting the Lead Educators and Educators in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

Competencies

- Extensive knowledge of child development
- Strong organizational, interpersonal and communication skills
- Problem solver and proactive thinker
- Effective time-manager and multi-tasker
- Ability to work both independently and in a team environment
- Experience with special needs children will be considered an asset

Job Duties

- Establishes and implements the program statement in partnership with the Program Manager and Lead Educator
- Supports the program team in the implementation and documentation of the program statement, follows up appropriately if non-compliance is observed
- Acts as an appropriate role model
- Orients, trains and mentors program staff
- Participates in the supervision and training of students, volunteers and substitute staff
- Monitors the health and safety of the program, children and staff
- Maintains accurate records
- Designs necessary documentation and forms for the program as necessary in consultation with the Program Manager
- Recognizes and responds to the needs of the group and the individual



Early Childhood Educator

Reports to: Program Manager

Job Duties

(cont'd)

- Proficiently finds appropriate ways to deal with challenging behaviour and situations, and guide towards a suitable outcome
- Uses appropriate teaching techniques to maintain those suitable behaviour limits
- Recognizes, respects and responds to diversity within the program
- Runs program errands as required to purchase program supplies and equipment within the established budget
- Serves nutritious snacks to the children using proper food handling techniques
- Ensures positive communication with families through regular verbal and written contact regarding the program and the children
- Assists the program team with their responsibility to remain current and knowledgeable within the Early Childhood Education sector
- Makes recommendations for in-service training and professional development opportunities to team members and to Management
- Maintains play environments, kitchen and storage areas in organized clutter-free and sanitary condition
- Assists with laundry, toy/equipment disinfecting
- Attends meetings and training as required
- Interacts, collaborates and consults effectively with other programs within the organization
- Functions effectively as a team member
- Maintains an awareness of available internal and external community resources
- Demonstrates flexibility and openness to change
- Demonstrates effective problem solving skills
- Maintains a professional appearance, demeanour, and attitude at all times
- Maintains a high level of confidentiality in all interactions
- Protects the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Ensures compliance with the CCEYA, provincial regulations and agency policies, procedures and best practices.
- Performs other reasonable duties that may be assigned

Job Requirements

- Registered Early Childhood Educator in good standing with the CECE or degree from a recognized College or University, or a provincially recognized equivalent
- Experience in a group child care program
- Extensive knowledge of early years child development
- Adequate energy and ability to meet the physical demands of the job



Early Childhood Educator

Reports to: Program Manager

Job Requirements (cont'd)

- Valid first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector check
- High level of integrity and work ethic
- Expected that staff will engage in continuous professional learning opportunities to keep informative of the latest research on adult education, child development, play and inquiry-based pedagogy and other relevant topics
- Must be able to work flexible hours
- Experience and proven ability in working with adults and the public
- Demonstrated time management skills
- Valid City of Ottawa Food Handlers Certification is an asset

Work Conditions

- Working in different environments with frequent interruptions including a busy classroom environment, outdoors and various community sites
- Extended periods of standing
- Ability to work within a child-friendly environment, including on the floor, working at child-size furniture, or play structures
- Lifting and carrying moderately heavy items (up to 50lbs)
- Extensive lifting, bending and stretching
- Ability to communicate effectively to parents from diverse backgrounds by phone, email and in person
- Interaction with employees, management, and the public at large
- Occasional overtime
- Exposure to infectious waste or illnesses

RECEIPT AND ACKNOWLEDGEMENT

I have read (or had it read to me) and have been provided with a copy of this job description and I understand all my job duties and responsibilities. I further understand that my duties may slightly change according to the needs of Mothercraft Ottawa without it being specifically included in the position description. I have discussed any questions I may have about this job description prior to signing this form.

Employee Name: _____

Employee Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____