



Reports to: Program Manager

Job Summary

The 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 Educator models our program to 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 Educator is responsible in assisting the Lead Educators and Early Childhood Educators in providing diverse basic care needs including supplying proper nutrition and performing cleaning duties.

Competencies

- Strong 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, Lead Educator and Early Childhood Educators
- 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

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
- 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

- Experience in a group child care program
- Strong knowledge of early years child development
- Adequate energy and ability to meet the physical demands of the job
- Valid first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector check
- High level of integrity and work ethic
- 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