

Mothercraft's Evered Location is Seeking a New Full-Time Kinder Educator - OCT!

Do you have a passion for early learning in a group childcare setting?

Does working with children and parents make you smile?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grow and thrive, then we want to hear from you!



We are seeking a Kinder Educator - OCT to join our team in a full-time position. The Kinder Educator - OCT will be part of a teaching team that collaborates as part of the interprofessional Kinder Team to develop, plan and implement their own programming to meet the interests and needs of the children in their classroom.

If you want an opportunity to be the new Kinder Educator - OCT and join our team in our Evered location (475 Evered Ave), email your resume and cover letter to: janet.libbey@mothercraft.com by December 30, 2022.

This position is 7.5 hours per day (37.5 hours per week), Monday to Friday with rotating 7.5 hour shifts scheduled between 7:30am and 5:30pm. This position qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.

QUALIFICATIONS:

- Bachelor of Education
- Member in Good Standing with the Ontario College of Teachers and/or Ontario College of Early Childhood Educators
- Experience in a group childcare program
- Experience delivering programming based on the Ontario kindergarten and early primary (grade 1, 2) curriculum
- Extensive knowledge of early years child development
- Strong knowledge of play-based child lead learning
- 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

Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

- 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
- Valid driver's license and vehicle (site specific)

EXAMPLE OF JOB DUTIES:

- Delivers the kindergarten curriculum in compliance with the Ministry of Education, in collaboration with the other members of the Kinder Team.
- Establishes and implements program statement in partnership with the Program Manager, Kinder Team and other Early Childhood Educators.
- Supports the program team in the implementation and documentation of the program statement, follows up appropriately if non-compliance is observed
- Advises, consults, and assists staff in planning and implementing the daily program of activities
- Evaluation student progress and completes report cards, taking responsibility for reporting on non-French components for students working within the Senior Kinder group.
- Acts as an appropriate role model and provides leadership to staff
- Participates in hiring program staff
- Orients, trains and mentors program staff
- Participates in the supervision and training of students, volunteers, and substitute staff
- Performs the duties and responsibilities of an Educator
- Facilitates communication among staff
- Administers their budget
- 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
- Proficiently finds appropriate ways to deal with challenging behaviour and situations, and guide towards a suitable outcome and uses appropriate teaching techniques
- Uses appropriate teaching techniques to maintain those suitable behaviour limits
- 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
- Conducts parent/Educator interviews as required
- Participated in the evaluation of their program team members
- Assists the program team with their responsibility to remain current and knowledgeable within the Early Childhood Education sector by replaying new information
- Makes recommendations for in-service training and professional development opportunities to team members and to Management
- Maintains play environment, 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
- Assumes delegated duties of Program Manager in is/her absence
- Maintains a high level of confidentiality in all interactions
- Protects the health and safety of other 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

SALARY AND BENEFITS:

Salary: \$26.15/hour

Vacation starting at 3 weeks, plus comprehensive group health benefits and Health Care Spending Account as per our policy manual

Access to ongoing Professional Development, including an annual agency-wide PD day (agency closes).

Programs closure for the days between Christmas and New Years.

Start Date: January 16, 2023 or as soon as possible thereafter

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.