



Lead Educator - Evered

Reports to: Program Manager

Summary

The Lead Educator, under the direction of the Program Manager, is responsible for leading the planning and implementation of our Child Care Program in accordance with our Program Statement. An integral part of program delivery, the Lead Educator will act as a mentor and coach to the Child Care team. As well, they will ensure the Child Care Program is designed to promote the cognitive, social, physical and emotional well-being and development of the children. Using the guidelines of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, our mission and strategic plan as well as the *Child Care and Early Years Act (CCEYA)*, the Lead Educator will role-model and create programming accordingly. Lastly, the Lead Educator will engage in continuous professional learning opportunities to keep informed of the latest research on adult education, child development, play and inquiry-based pedagogy and other relevant topics.

Responsibilities

- Implement the Program Statement in partnership with the Program Manager and Group Care team
- Coach pedagogy with the Educator team through meetings and on the floor support
- Provide leadership and assist with planning, developing, and implementing an inclusive play-based, developmentally appropriate program for the children, and standardizing services in each room/program
- Ensure programming is culturally diverse and reflects children's interests and needs
- Assess and support high-needs children/families
- Facilitate communication and problem-solving between staff, programs and parents, ensuring an inclusive and responsive environment
- Be proactive when dealing with challenging behaviours and situations, and guide towards a suitable outcome using appropriate teaching techniques to support staff
- Monitor professional development needs of program staff and implement training in collaboration with the Management Team
- Responsible for monthly newsletters, and attending meetings and training as required
- Assume delegated duties of Program Manager in their absence
- Performs other reasonable duties that may be assigned



Requirements

- Early Childhood Education Degree or Diploma (must be a member in good standing with the CECE)
- A minimum 3 years experience in group childcare with various age groups, with extensive knowledge of child development, children exceptionalities, *How Does Learning Happen* and program documentation
- Proficient with CCEYA, provincial regulations and best practices
- Strong organizational, interpersonal and communication skills
- Problem-solver and proactive thinker, with effective time management skills
- Valid First Aid and CPR Level C certification, including infant and child
- Satisfactory vulnerable sector check
- Must be able to work flexible hours, work both independently and within a team environment, and in all weather conditions for 2 hours/day

Benefits and Pay

- Permanent full-time position – 37.5 hours per week/7.5 hours per day with hours being between 7:15 a.m. – 5:30 p.m. on a rotating basis (Monday-Friday)
- \$26.87 - \$29.71 per hour
- Comprehensive benefits plan after 90 days, including group health and dental benefits with health care spending account, Employee Family Assistance Program and Telus Health
- Generous paid leaves including annual paid vacation leave starting at 3 weeks, 15 days of paid sick leave
- On-site parking
- Casual dress

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age.

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