



Position Title: EARLY CHILDHOOD EDUCATOR

Organizational Relationship:

Reports to the Principal

Summary:

Under the direction of the Principal, the Early Childhood Educator will work collaboratively with the classroom teacher to plan and implement a full day early learning program within a classroom setting. They will provide supervision and age-appropriate programming for groups of students as part of the extended day program, as required. The Early Childhood Educator will collaborate in the design of programs and environments which will enhance children's cognitive, physical, social and emotional development.

Duties and Responsibilities:

- Work collaboratively with the Kindergarten teacher to plan and implement developmentally appropriate activities to build skills in literacy and cognition through large and small group activities such as music, story-time, co-operative games, the arts, water play, sand play, drama, construction, science/inquiry and indoor/outdoor play;
- Work in collaboration with the Kindergarten teacher to implement the curriculum and to address individual student's identified needs, stages of development and interests;
- Provide positive social and emotional experiences to strengthen prosocial skills such as sharing, problem solving, and cooperation;
- Implement programs and environments for play and activities to create opportunities for developmental progress;
- Maintain a healthy emotional and social learning context for students;
- Assist children in washroom routines, dressing, toileting, lunchtime activities;
- Accompany children on field trips;
- Provide supervision and age appropriate programming for groups of students as part of the extended day program as required, including:
 - Providing direction to Early Childhood Assistant, if present;
 - Ensuring a healthy and safe environment for students, with diverse activities to engage students and build on prosocial and language development;
 - Maintaining all appropriate records for students (e.g. attendance, health issues, etc.);
 - Observe and assess children's progress and behaviour;
 - Report to parents and supervisors on children's developmental progress within healthy, safe, nurturing and challenging play environments before and after school;
 - Setting up of classroom (e.g. display, upkeep, organization of materials, etc.);
 - Maintaining hygienic/safe environment (e.g. disinfecting equipment and toys, etc.);
- Attend staff meetings and professional development activities;
- Perform other duties as assigned.

Qualifications:

1. Two-year community college Early Childhood Education Diploma;
2. Registration with the College of Early Childhood Educators;
3. Knowledge of Ministry of Education full-day Early Learning Program;
4. Child care experience in an educational setting preferred;
5. Ability to communicate in a sensitive, courteous manner with children, parents, staff and the public;
6. Understanding of and commitment to confidentiality;
7. Ability to follow directions, policies and procedures in an appropriate and timely manner;
8. Experience in planning and implementing age-appropriate programs;
9. Basic computer skills;
10. Strong organization and time management skills and the ability to meet deadlines.
11. Current First Aid and CPR certification;
12. Ability to stand/walk for extended periods and move/carry equipment for program;
13. Must be able to physically assist children as required (e.g. lifting, bending, crouching, reaching, etc.).

Approved:

Yes No

Approved By:

Gerl Loukes

Approved Date:

2010-08-17 01:55 PM

History Update