

**TOWNSHIP OF NORTH HURON  
POSITION PROFILE**

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Position Title **EARLY CHILDHOOD EDUCATOR (RECE)-Part-time**

Department **CHILD CARE SERVICES**

Report to Title **MANAGER OF CHILD CARE SERVICES**

Revised February 21<sup>st</sup> 2023

Pay range:	<b>\$18.20-22.75 per hour</b>
Position status:	<b>Part time</b>
Pay method:	<b>Hourly</b>
Normal workweek:	<b>as needed</b>
Hours over 37.5 to 40.0 hours in a week:	<b>straight time</b>
Overtime greater than 40.0 hours in a week:	<b>paid at time &amp; half</b>
Before and After Program Locations:	<b>Maitland River Elementary School and Sacred Heart Catholic School</b>
Other Location:	<b>North Huron Childcare Centre</b>

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## **A POSITION DESCRIPTION**

### **1. Scope of Position:**

To support in the planning and provision early learning according to the "How Does Learning Happen? Ontario's Pedagogy for the Early Years 2015. Providing play based, child focused, emergent curriculum according to the Program Statement and Program Implementation Plans for North Huron Children's Programs.

The Part-time Early Childhood Educator reports to the Manager of Child Care Services.

Before and After School Program hours are: 6:30am-9:00am and 2:30pm-6:00pm.

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### **2. Key Responsibilities**

- a) To assist in providing daily provocations and invitations to participate and play according to the children's interests and appropriate Pedagogical documentation as required by the Centre and Ministry of Education following the How Does Learning Happen?
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- b) To support positive learning environments that are designed to allow children to explore, problem solve and investigate. Singing, reading and creating are included during play periods.
  - c) To work in coordination with the local Resource Consultant constantly updating and meeting goals established in Family Service Plans. To implement all activities as assigned and provide accurate documentation.
  - d) To help arrange and supervise play environments both inside and outside for children allowing them many opportunities for choices, quiet and active play, group play and individual play.
  - e) Ensure the playrooms and education materials are organized, maintained and arranged in calming, inspiring and home like environments.
  - f) To supervise playground activities and maintain safe conditions.
  - g) To develop and implement indoor active play when weather prevents outdoor programming.
  - h) To provide and supervise all daily routines, such as washroom, lunch time and sleep routines in accordance with the policy and procedure manual and the Child Care and Early Learning Act
  - i) To record any illnesses or appointments the child may have according to pre-established methods. To record any accidents on Accident Report Forms and follows all policies and procedures regarding informing parents providing them copies of reports and getting required signatures. Reports any serious occurrences to the Manager or designate in charge.
  - j) To make a priority the development of strong relationships with children.
  - k) To be fully aware of and implement all safety plans for children within the Children's Programs.
  - l) To perform other duties as may be assigned by Manager of Child Care Services.
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### **3. Key Relationships**

#### ***Internal***

*Manager of Child Care Services:* daily interaction re Child Care Centre operations

*Staff of Child Care Centre:* daily interaction to coordinate team approach

*Co-op students:* daily interaction as required

#### ***External***

*Children:* frequently to nurture positive relationships

*Parents:* frequently to understand family needs and report child's daily activities

*Children's Aid Society:* to report suspected child abuse

**Good interpersonal and communication skills are essential to perform this position competently.**

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#### **4. Decision Making Authority and Judgement Used**

Work is performed under the supervision of the Manager of Child Care Services. Judgement and decisions are also based on the regulations and procedures as set out in the Child Care and Early Learning Act and in the Policy and Procedures Manual.

Judgement is exercised in:

- ensuring the children's activity/play areas are safe and free from obvious danger.
- ensuring that each child is entrusted only to the legally recognized parent or guardian, or someone appropriately designated.
- respecting and exercising confidentiality in all situations.
- reporting any suspected physical, sexual or emotional abuse or neglect according to existing laws.

The Early Childhood Educator is expected to make recommendations to the Manager of Child Care Services for improving the efficiency and effectiveness of their responsibilities.

This position would not normally be involved in the development of policy or procedures.

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#### **5. Problem Solving Responsibility**

Most of the responsibilities performed by the Early Childhood Educator are within established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

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### **B POSITION SPECIFICATIONS**

To perform the position of Early Childhood Educator competently, an individual must possess and agree to constantly update appropriate knowledge of child care centre statutes and all those skills listed below under "3. Other Skills". This will involve taking seminars, courses and reading current publications including the ongoing College requirement for Continuous professional learning.

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

#### **1. Formal Education and Training**

*Minimum degree required:*

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A diploma in Early Childhood Education from a Community College.

*Required Memberships:*  
College of Early Childhood Educators

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**2. Work Experience** **Experience Preferred**

Experience with children will be preferred.

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**3 Other Key Skills/Requirements**

- Strong interpersonal skill.
- Strong written and oral communication skills.
- Strong time management skills.
- Well organized.
- Working knowledge of all Government documents and acts that may pertain to early childhood education, specifically the Child Care and Early Learning Act.
- Knowledge of best practices for engaging with children and equipment and the ability to implement a stimulating educational environment for children.
- Computer literate including use of photo printing and word processing.
- CPR and Current First Aid Training.
- WHMIS Training.
- Criminal Reference Check including vulnerable screen.
- Up to date Immunization.

**C POSITION CHARACTERISTICS**

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**1. Impact & Accountabilities**

No financial or material resources responsibilities.

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**2. Supervisory Responsibility**

Works in co-ordination with other staff, community agencies in meeting family needs and implement program plans, goals and activities and appropriate documentation.

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**D WORKING CONDITIONS**

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## **1. Physical Effort and Environment**

Must be physically able to participate and implement programs requiring strength, coordination and agility. Staff are required to provide outdoor activities a minimum of two hours daily pursuant to the Child Care and Early Learning Act in a variety of weather conditions.

Lifting of equipment and children is required on a daily basis.

This position must ensure no children are ever left unattended. This may involve staying past normal working hours including evenings and weekends.

May have to attend professional development events outside normal working hours.

Works in a clean environment where high safety standards are maintained so as to minimize risk of personal injury to children and staff.

Exposed to contagious children's diseases on a regular basis.

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## **2. Mental Effort**

The mental strain resulting from the work of the Early Childhood Educator is manageable.

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