

TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title **EARLY CHILDHOOD EDUCATOR ASSISTANT**

Department **CHILD CARE SERVICES**

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

Revised February 21st 2023

Pay range:	\$15.75-18.53 per hour
Position status:	Part time
Pay method:	Hourly
Normal workweek:	As needed
Hours over 37.5 to 40.0 hours in a week:	Straight time
Overtime greater than 40.0 hours in a week:	Paid at time & half
Before and After Program Locations:	Maitland River Elementary School and Sacred Heart Catholic School
Other Location:	North Huron Childcare Centre

A POSITION DESCRIPTION

1. Scope of Position:

To support staff to provide 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 Early Childhood Educator Assistant reports directly to the Registered Early Childhood Educator (RECE) in their group and indirectly to the Manager of Child Care Services.

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

2. Key Responsibilities

- a) To assist in carrying out 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 working under direction of the Early Childhood Educator in the room?
- b) To help 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 as designated by the RECE.
- c) To assist RECE to implement all activities as assigned and provide accurate documentation for children with needs.
- d) To supervise playground activities and maintain safe conditions.
- e) To provide assistance in 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
- f) To facilitate the development of strong relationships with children.
- g) To be fully aware of all safety plans for children within the Children's Programs.
- h) To perform other duties as may be assigned by Manager of Child Care Services.

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

RECE: direct reporting

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.

4. Decision Making Authority and Judgement Used

Work is performed under the supervision of the RECE. 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:

- assisting staff to ensure the children’s activity/play areas are safe and free from obvious danger.
- assisting staff to ensure 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 Assistant may 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.

5. Problem Solving Responsibility

Most of the responsibilities performed by the Early Childhood Educator Assistant 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.

B POSITION SPECIFICATIONS

To perform the position of Early Childhood Educator Assistant 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”.

1. Formal Education and Training

Minimum degree required:
none required

Required Memberships:
none required

2. Work Experience

Experience with children will be preferred

3. Other Key Skills/Requirements

- Strong interpersonal skill.
- Strong written and oral communication skills.
- Strong time management skills.
- Well organized.
- CPR and Current First Aid Training.

- WHMIS Training.
 - Criminal Reference Check including vulnerable screen.
 - Up to date Immunization.
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C POSITION CHARACTERISTICS

1. Impact & Accountabilities

No financial or material resources responsibilities.

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.

D WORKING CONDITIONS

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.

2. Mental Effort

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