

# TOWNSHIP OF NORTH HURON

## POSITION PROFILE

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Position Title **REGISTERED EARLY CHILDHOOD EDUCATOR (RECE)**

Department **CHILD CARE SERVICES CENTRE**

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

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Revised: July 2023

Pay range:	<b>Band 5</b>
Position status:	<b>Full time employee</b>
Pay method:	<b>Hourly</b>
Normal workweek:	<b>37.5 hours</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>
Location:	<b>North Huron Child Care Centre</b>

### **A. POSITION DESCRIPTION**

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

To plan and 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 reports to the Manager of Child Care Services.

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#### **2. Key Responsibilities**

- a) To provide 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?
- b) To create positive learning environments that are designed to allow children to explore, problem solve and investigate. The daily activities should allow for uninterrupted play periods. Singing, reading and creating are included during play periods.

- c) To facilitate a program for the optimal growth and development of children with diverse abilities. 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 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) To maintain toys and equipment in good working order including regular sanitation and storage. Maintain storage areas in a safe and organized manner.
- f) Ensure the playrooms and education materials are organized, maintained and arranged in calming, inspiring and home like environments.
- g) To perform daily playground inspections including documentation records and communicate any pertinent information to the Manager. To plan and implement daily outdoor activities to stimulate and appease children's curiosity and wonder. To supervise playground activities and maintain safe conditions.
- h) To develop and implement indoor active play when weather prevents outdoor programming.
- i) 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
- j) To facilitate daily communication with parents. Take phone messages, document and relay messages as required. Maintain a non-biased, supportive relationship with all parents.
- k) 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 of Child Care Services.
- l) To plan, prepare for and participate in Open Houses, staff meetings, field trips and special activities as required. To consider and plan ways to involve and communicate with the community and families including evaluating success of goals.

- m) To administer medication as authorized by the parents/guardians in accordance with policy and procedures set out by Huron County Health Unit and the Child Care and Early Learning Act
  - n) To make a priority the development of strong relationships with children.
  - o) To assist in ordering and purchasing of appropriate equipment and supplies in order to complete all activities.
  - p) To be fully aware of and implement all safety plans for children within the Children's Programs.
  - q) 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

*Various agencies:* interaction as required to coordinate child services

*Volunteers:* on outings

**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:

- Developing provocations and invitations to best meet the diverse developmental needs of the children and their families and to evaluate their effectiveness.

- 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.
- Accommodating competing demands.
- Working independently and as a team.

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:*

A diploma in Early Childhood Education from a Community College.

*Required Memberships:*

College of Early Childhood Educators

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## 2. Work Experience

### Minimum Years Required

Experience in community child care programs

Five

Experience working with children having diverse abilities

Two

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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.
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## C. POSITION CHARACTERISTICS

### 1. Impact & Accountabilities

No financial or material resources responsibilities.

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## **2. Supervisory Responsibility**

Under the direction of the Manager of Child Care Services, trains and supervises college and co-op students. Assists in scheduling student activities, observes and evaluates their performances and prepares written evaluations.

Assist with the co-ordination of volunteers and students for daily programs and special events.

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

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## **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.

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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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