

TOWNSHIP OF NORTH HURON

POSITION PROFILE



b
Position Title: Supervisor/Early Childhood Educator (RECE)
Department: Children Services
Report to Title: Manager of Children's Services
Revised: February 2020

Pay Band: Band 6
Position Status: Full-Time Employee
Pay Method: Hourly
Normal Work Week: 37.5 hours
Overtime paid Straight Time
Location: North Huron Child Care Services Centre
Royal Oaks Building (EarlyON Program)
Maitland River School (Before and After School Program)
Sacred Heart District School (Before and After School Program)
Early Learning (multiple offsite locations)

A – POSITION DESCRIPTION

1. Scope of Position:

The Supervisor/Early Childhood Educator is responsible to support the efficient and effective day-to-day implementation of Child Care Services. Key duties include planning and providing early learning according to the "How Does Learning Happen? Ontario's Pedagogy for the Early Years 2015 and providing play based, child focused, emergent curriculum according to the Program Statement and Program Implementation Plans for North Huron Children's Programs.

The Supervisor/Early Childhood Educator works with the Manager of Child Care Services 4-6 hours weekly to schedule staff and children, management of waitlists and placements of children and required paperwork.

The Supervisor/Early Childhood Educator assists with staff supervision and ensures adherence to the Child Care and Early Learning Act and all Policies and Procedures for the Municipality.

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

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.

- 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 assist in the coordination of the placements of children into appropriate groups including monthly schedules for each room
- r) To create and maintain weekly staff schedules including finding supply staff
- s) To assist with interviewing, hiring and placements of staff
- t) To assist with organizing and maintaining the waitlist OneHSN and ensure regular communication with parents on the waitlist and advise when placements can commence
- u) To conduct part-time Performance Reviews
- v) In the absence of the Manager of Child Care Services, perform the necessary duties, as required
- w) To ensure staff adhere to the Child Care and Early Act and all duties as outlined in the Policies and Procedures of the Programs
- x) To attend meetings and sit on Child Care committees, as required.
- y) To be a management member of the Township's Health and Safety Committee, as required.
- z) 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 a team approach and ensure staff are following and implementing policies and procedures

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: frequent interaction as required to coordinate child services

Volunteers: on outings

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 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 appropriate staff are in place for ratios and to meet legislative requirements
- resolving parental and staff issues
- representing the Township and Children's Programs at a variety of levels
- 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.

5. Problem Solving Responsibility

Most of the responsibilities performed by the Supervisor/Early Childhood Educator are within established policies and procedures under supervision.

They will be responsible for assisting with difficult and challenging situations (parents, other agencies, staff) that require making judgement and decisions quickly.

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 candidate will have strong leadership skills.

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

2. Work Experience

Minimum Years Required

Experience in community child care programs	Five to Seven
Experience working with children having diverse abilities	Two
Experience in planning, organizing and staffing of programs	Two
Experience with Policies and Procedures for subsidy and billing	Two

3 Other Key Skills/Requirements

- Strong interpersonal skill.
- Knowledge of Child Care System for Huron County
- Ability to Collaborate and work with other agencies
- 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

1. Impact & Accountabilities

Will assist with prioritizing and ordering equipment.
Will assist with budgeting and accounts

2. Supervisory Responsibility

Under the direction of the Manger, supervise RECE's, other untrained staff, cook and administrative assistant.

Under the direction of the Manager, 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.

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 Supervisor/Early Childhood Educator is manageable.