

## Early Childhood Educator Job Description

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The successful applicant will be responsible for duties included but not limited to providing care for the social, emotional, physical, and cognitive needs of toddlers and children in a safe and healthy environment.

### Responsible to Director

#### Objective

- Understand and uphold Ministry of Education childcare standards stated in *The Child Care Act, 2014* and *The Child Care Regulations, 2015*.
- Provide a safe and nurturing environment for children to learn and explore.
- Maintain a clean and healthy workplace according to Public Health standards.
- Create and implement childcare programs that support and promote the social, emotional, physical, and cognitive development of children.
- Demonstrate a commitment to working in partnership with parents, families, Director, and team members.

### Duties & Responsibilities

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#### Program/Child Development

- Ensure the overall safety and wellbeing of children enrolled at the centre.
- Ensure the implementation of an inclusive program and environment that meets the needs of all children.
- Positive role model for children.
- Ensure effective communication with families through the implementation of a variety of methods (e.g., Newsletters, parent bulletin boards, verbal communication, HiMama app)
- Positively communicate with parents regarding their child and their progress, including addressing parent concerns in a timely manner.
- Observe children and report on observations to Director.
- Arrange transition periods such as lunch and rest for children.
- Prepare and serve snacks as required.
- Provide supervision and guidance of daily activities and field trips while maintaining ratio in a safe environment.
- Planning and executing developmentally appropriate activities and participating in physical activities.
- Provide an opportunity for creative expression through the mediums of art, play and music.
- Teaching values, manners and responsibility while encouraging child-led activities.
- Guide and assist children in the development of proper eating, dressing, and toilet habits.



### **Knowledge, Skills & Abilities**

- Excellent communication skills.
- Strong ability to work well with others.
- Ability to organize time effectively.
- Demonstrated ability to set high standard for oneself and others and accepting responsibility for all actions.
- Strong organizational skills.
- Efficient interpersonal skills.
- Strong attention to detail.
- Good written and verbal communication.

### **Additional Responsibilities**

- Maintain daycare supplies and equipment.
- Flexibility regarding assigned working hours.
- Maintains a clean, sanitary, and healthy workplace according to Public Health standards.
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Experience with HiMama program not mandatory, but is preferable
- Knowledge of licensing regulations.
- Demonstrates a commitment to working in partnership with parents, families, and team members.
- Potential need for opening and/or closing duties.
- Assist in maintaining records of children.

### **Education & Experience**

- ECE Level I, II or III Certification (may consider those willing to obtain certification)
- Standard First Aid & CPR Certification
- Food Handler Certification not required but considered an asset
- Experience working in a structured childcare environment is an asset
- Play & Exploration Training not required but considered an asset
- Clear Criminal Record and Vulnerable Sector checks