

**Position Title: Early Childhood Educator**

|                         |                                    |                              |                                 |
|-------------------------|------------------------------------|------------------------------|---------------------------------|
| <b>Reports to:</b>      | Daycare Manager/Program Supervisor | <b>Last Revision Date:</b>   | May 2016                        |
| <b>Department:</b>      | Daycare                            | <b>Positions Supervised:</b> | No supervisory responsibilities |
| <b>Position Status:</b> | Full Time/Contract/Part Time       | <b>Job Grade:</b>            | 7                               |

**Nature and Scope of Position:**

The Early Childhood Educator, as an integral part of a “team framework” will design, teach and supervise programs for children. The ECE will ensure that children are provided with optimum learning through age-appropriate activities that will enhance their social, emotional, cognitive, physical, and language skills. The above responsibilities are performed in accordance with departmental policies and procedures.

| <b>Key Result Areas</b>           | <b>Major Responsibilities</b>  | <b>Success Indicators</b>  |
|-----------------------------------|--|--|
| Delivery of Programs and Services | <ul style="list-style-type: none"> <li>To design, implement and teach age-appropriate activities (both individual and group) which are in accordance with the centre’s philosophy</li> <li>Use a wide variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing</li> <li>Participate in short and long term planning and evaluation of the program</li> <li>To individualize the curriculum by observing how children use the materials and interact with each other. Initiate referrals or additional service for parents and children through supervisor</li> <li>Ensure guidance of children’s behavior that encourages a positive self concept.</li> <li>Ensure that the child’s environment is healthy and safe</li> <li>Ensure positive communication with parents; completing weekly program plans appropriate for the age group; discuss the programs daily events with parents; accommodate the parents instructions for daily routines when possible within group activities</li> <li>Contribute to the ongoing operation of the centre: follow daycare licensing agreements; attend regular staff meetings and general staff meetings of the municipality as required; maintain confidentiality of all information related to the children, their parents and staff</li> </ul> | <ul style="list-style-type: none"> <li>Adheres to municipal policies and procedures</li> <li>Attends staff meetings</li> <li>Creates a variety of well planned children’s programs</li> <li>Maintains positive and informative communication with parents</li> </ul> |
| Team Work                         | <ul style="list-style-type: none"> <li>Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage</li> <li>Provides support and back up to other staff in department as necessary</li> <li>Assists in establishing, maintaining and achieving goals, objectives and work plans</li> <li>Remains current on and adheres to corporate and departmental policies and procedures</li> </ul>  | <ul style="list-style-type: none"> <li>Successful completion of work plan.</li> <li>Attendance of at least 75% of seminars or workshops offered to you, relevant to</li> </ul>   |

|                                    |   |   |
|------------------------------------|---|---|
|                                    | <ul style="list-style-type: none"> <li>Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> <li>Engages with other professionals and associations to ensure Department is staying current with developments in the field</li> </ul>   | <p>current work plan and priorities</p> <ul style="list-style-type: none"> <li>Successful completion of annual WHMIS and Health and Safety Training</li> <li>Supervisor and Health and Safety Representative are notified of all Health and Safety concerns/incidents as they occur.</li> </ul> |
| Public Relations/ Customer Service | <ul style="list-style-type: none"> <li>Demonstrates a strong customer service orientation for programs and services.</li> <li>Provides superior customer service.</li> <li>Communicates with customers on a regular basis. Responds to customer queries and requests.</li> <li>Collects customer feedback.</li> <li>Resolves customer concerns and complaints or refers to supervisor if applicable.</li> </ul> | <ul style="list-style-type: none"> <li>Responds to internal and external inquiries in a timely and professional manner</li> <li># of public complaints</li> <li>Visibility at and promotion of the day care at 75% of annual public events.</li> </ul>  |

Other related duties as assigned.

**Expected Behaviours**

|   | Requirement for Position |             |                    |                |
|---|--------------------------|-------------|--------------------|----------------|
|   | Not Required             | Basic Level | Intermediate Level | Advanced Level |
| <b>1. Communication Skills</b>                        |                          |             |                    |                |
| (a) Written communications                            |                          |             | X                  |                |
| (b) Oral communications one-on-one or in small groups |                          |             | X                  |                |
| (c) Presentation skills                               |                          | X           |                    |                |
| (d) Interpersonal skills                              |                          |             | X                  |                |
| (e) Conflict resolution                               |                          | X           |                    |                |
| (f) Mediation skills                                  | X                        |             |                    |                |
| <b>2. Public and Customer Contact Skills</b>          |                          |             |                    |                |
| (a) General knowledge of the services provided        |                          |             | X                  |                |
| (b) Professional manner in dealing with public        |                          |             | X                  |                |

|   |  |  |   |  |
|---|--|--|---|--|
| (c) Customer focused orientation                      |  |  | X |  |
| (d) Ability to build strong relationships with public |  |  | X |  |
| (e) Continually improves service to customers         |  |  | X |  |

**Expected Behaviours**

|  | Requirement for Position |             |                    |                |
|--|--------------------------|-------------|--------------------|----------------|
|  | Not Required             | Basic Level | Intermediate Level | Advanced Level |
| <b>3. Leadership Skills</b>  |                          |             |                    |                |
| (a) Ability to develop a strategic plan  | X                        |             |                    |                |
| (b) Ability to convince others to buy into the vision                          | X                        |             |                    |                |
| (c) Ability to translate the strategy into action                              | X                        |             |                    |                |
| (d) Up to date practices and techniques in quality management                  |                          | X           |                    |                |
| (e) Ability to create original strategies                                      | X                        |             |                    |                |
| (f) Ability to appropriately delegate responsibilities                         | X                        |             |                    |                |
| <b>4. Teamwork</b>   |                          |             |                    |                |
| (a) Ability to work effectively with team members having varying skill levels  |                          | X           |                    |                |
| (b) Ability to lead a team   | X                        |             |                    |                |
| (c) Ability to promote shared responsibilities amongst all team members        |                          | X           |                    |                |
| (d) Ability to accept constructive criticism from staff, peers and Superior(s) |                          | X           |                    |                |
| (e) Ability to respect authority, formal and informal                          |                          |             | X                  |                |
| (f) Provides content and timeframes that support effective decision making     |                          | X           |                    |                |

**5. Working Skills**

|  | Required For Position |    |
|--|-----------------------|----|
|  | Yes                   | No |
| (a) Ability to manage workload           | X                     |    |
| (b) Ability to prioritize assigned tasks | X                     |    |
| (c) Stress Management Skills             | X                     |    |

**Qualifications**

**Education:**

Community College Diploma in Early Childhood Education and Early Childhood Education Certificate.

**Experience:**

2 years experience as an Early Childhood Educator.

**Skills:**

Demonstrated knowledge of Daycare and Playground policies and procedures.

Demonstrated knowledge of the Childcare and Early Years Act and the Occupational Health and Safety Act.  
 The ability to work well on own and with others in a team setting.  
 Excellent customer service orientation and skills.  
 Strong interpersonal communication skills.  
 Demonstrated ability to work collaboratively.  
 Computer literacy skills in various office applications.

**Physical Effort & Working Conditions**

Work is typically performed in an indoor environment with outdoor supervision activities required daily. Occasionally exposed to some disagreeable conditions (ie: toileting).  
 The mental effort requires a reasonable degree of concentration on a variety of activities.  
 There are limited interruptions and deadlines.  
 Problems to be addressed sometimes require specialized knowledge and skill to solve non-routine problems. Some creative problem solving is required to assist children to express themselves.  
 Hours of work may vary considerably and overtime may be required periodically.  
 Frequent moderate physical effort required in supervising and assisting children.  
 Some manual dexterity is required to operate normal office equipment.  
 Work generally has a low risk of injury.

| SIGNATURES / APPROVALS              | Signature | Date |
|-------------------------------------|-----------|------|
| <b>Incumbent:</b>                   |           |      |
| <b>Department Head:</b>             |           |      |
| <b>Chief Administrative Officer</b> |           |      |