

**Position Title: Early Childhood Educator Assistant I**

<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/Part Time	<b>Pay Grade:</b>	5

**Nature and Scope of Position:**

The Early Childhood Educator Assistant I, as an integral part of our “team framework” will assist with the design and teaching of programs for children. The ECE Assistant I 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 assist with the implementation and teaching of 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>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; discuss the programs daily events with parents; accommodate the parents instructions for daily routines when possible within group activities.</li> <li>Assist with the ongoing operation of the centre: follow daycare licensing requirements; 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>Attends staff meetings</li> <li>Maintains positive and informative communication with parents</li> <li>Implements day care programs effectively and according to instruction</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>Adheres to corporate and departmental policies and procedures</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> </ul>	current work plan and priorities
Public Relations/ Customer Service	<ul style="list-style-type: none"> <li>Demonstrates a strong customer service orientation.</li> <li>Responds promptly to customer queries and requests.</li> <li>Resolves customer concerns and complaints or refers to supervisor if applicable.</li> </ul>	<ul style="list-style-type: none"> <li># of public complaints</li> <li>Responds to internal and external inquiries in a timely and professional manner</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		
<b>5. Working Skills</b>	<b>Required For Position</b>		
	Yes	No	
(a) Ability to manage workload	X		
(b) Ability to prioritize assigned tasks	X		
(c) Stress Management Skills	X		
<b>Qualifications</b>			
<b>Education:</b> Secondary School Diploma or equivalent First Aid and CPR certification.			
<b>Experience:</b> 2 years' experience in a childcare setting.			
<b>Skills:</b> General knowledge of Daycare policies and procedures, Playground policies and procedures and the Child Care and Early Years Act. Good interpersonal skills Good organizational skills Physical ability to perform light labour Knowledge of roles and responsibilities under the Occupational Health and Safety Act Competent computer skills The ability to work well on own and with others in a team setting			
<b>Physical Effort &amp; Working Conditions</b>			

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 are somewhat routine and require a reasonable degree of concentration on a variety of tasks.  
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.

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