

A. JOB IDENTIFICATION:

TITLE: DESIGNATED EARLY CHILDHOOD EDUCATOR

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Under the direction of the School Principal the Designated Early Childhood Educator will partner with the classroom teacher to coordinate an early learning program within a classroom setting. The Designated Early Childhood Educator will provide supervision and age appropriate programming and collaborate in the design of programs which will enhance children's cognitive, physical and emotional development.

C. DUTIES AND RESPONSIBILITIES:

- Partner with the Kindergarten teacher to implement and plan developmentally appropriate activities to build skills in literacy and cognition;
- Work in collaboration with the Kindergarten teacher to implement the curriculum to address children's identified needs, stages of development and interests;
- Plan programs and environments for play and activities that help children make developmental progress;
- Provide positive social and emotional experiences to strengthen skills such as sharing, problem solving, and cooperation;
- Observe and assess children's progress and behavior;
- Provide supervision and age appropriate programming for groups of students as part of the extended day program as required, this includes:
 1. Providing direction to assistant if present;
 2. Ensuring a healthy and safe environment for students, with diverse activities to engage students and build on prosocial and language development;
 3. Maintaining all appropriate records for students (e.g. attendance, health, etc);
 4. Setting up of classroom (e.g. display, upkeep, organization of materials, etc.);
 5. Maintaining a hygienic/safe environment;
- Report to parents and supervisors on children's developmental progress within healthy, safe nurturing and challenging play environments before and after school;
- Work collaboratively as a team with teachers and staff to deliver a Early Learning Program;
- Attend staff meetings and other professional development activities;
- Other related duties as assigned.

D. Qualifications:

- Two year community college Early Childhood Education Diploma;
- Registration with the Ontario College of Childhood Educators;
- Minimum of two years experience working in an Early Learning Centre or Day Care;
- Knowledge of Ministry of Education full day learning program;
- Ability to communicate in a sensitive, courteous manner with children, parents, staff and the general public;
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner;
- Understanding and commitment to confidentiality;
- Proven ability to deal with difficult situations and to take appropriate action in a stressful or emergency situations according to policies and procedures;
- Experience planning and implementing age-appropriate programs;
- Basic computer skills, strong organization and time management skills and the ability to meet deadlines;
- Valid CPR and First Aid Certificate;
- Pastoral letter of reference from a Roman Catholic priest.

Incumbent Signature

Supervisor Signature