

Posted: April 21, 2021 at 9:15am

# **CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO**



## **CUPE #3090 - SL2021**

***position: EARLY CHILDHOOD EDUCATOR***

***location: Schools within CDSBEO***

***hours of work: 7 hours/day***

***salary: \$24.24 per hour***

***effective: Immediately***

**NOTE:**

***The duration of the assignment is determined by the needs of the children.***

***Please refer to the attached job description for further information.***

**Minimum requirements:**

- ***Two year community college Early Childhood Education Diploma.***
- ***Registration with the Ontario College of Childhood Educators.***
- ***Experience working in an Early Learning Centre, Day Care and/or an Educational Center.***
- ***Valid CPR and First Aid Certificate.***
- ***Current Pastoral Letter of Reference from a Roman Catholic priest.***

Send application and curriculum vitae to:

**e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)**

**fax: (613) 258-3610**

***CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.***

**Todd Lalonde  
Chair of the Board**

**A. JOB IDENTIFICATION:**

**John Cameron  
Director of Education**

**TITLE:** EARLY CHILDHOOD EDUCATOR

**DEPARTMENT:** SCHOOLS

**IMMEDIATE SUPERVISOR:** SCHOOL PRINCIPAL

**B. JOB SUMMARY:**

Under the direction of the School Principal the Early Childhood Educator will partner with the classroom teacher to coordinate an early learning program within a classroom setting. The Early Childhood Educator will provide supervision and age appropriate programming and collaborate in the design of programs which will enhance children's cognitive, spiritual, 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;
- Experience working in an Early Learning Centre, Day Care and/or an Educational Center;
- Knowledge of Ministry of Education Full Day Early Learning and Kindergarten 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;
- Ability to communicate in French, for Immersion schools, would be considered an asset;
- 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;
- Current Pastoral letter of reference from your Roman Catholic priest.

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Incumbent Signature

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Supervisor Signature