



Job Description: Unqualified Early Childhood Educator

Reports to Title: Executive Director/Childcare Coordinator/Supervisor

Supervisor Location: Clinton/Goderich

Position Details

Position status: Casual/Supply
Pay method (Salary/Hourly): \$18.54-\$22.18 per hour plus available wage enhancements
Normal workweek: 0-40 Hour work week
Overtime: Eligible after 44 hours per week

Mission Statement & Vision Statement

Please refer to Program Statement.

Job Summary:

To plan and provide a balanced child development program appropriate for the emotional, physical, social, and intellectual development of children according to the philosophies of Clinton Co-operative Childcare Centre.

Duties and Responsibilities

Programming:

- Provide both planned and spontaneous activities according to the children's interests and post your programming along with outdoor activities.
- Plan and implement field trips (older children).
- Understand and support the Individual Support Plans for children. Review annually and as required.

Child Supervision

- Constant supervision, and maintain the safety, and well-being of the children.
- Care for children's emotional and physical needs.
- Provide a stimulating, attractive, and home-like environment for children and their families, while using an emergent approach.
- Complete daily visual checks on children while sleeping and complete sign off form, as required.

Maintenance/Health and Safety

- Care for and maintain the Centre and its equipment daily (i.e. disinfect tables, sweep floors, clean up after creative, tidy up toy areas, dishes from afternoon snack, laundry, toy washing, cleaning washrooms as needed, vacuuming, keeping centre neat and tidy).
- Open and close and complete associated duties including locking doors, turning off the dishwasher, etc.
- Complete daily playground inspections when required.
- Follow health regulations.

Administrative

- Complete and maintain a daily journal as outlined on the Centre's bookmark.
- Plan a monthly calendar and newsletter to send home with families, and to place on our website.
- Attend monthly staff meeting.
- Attend Annual General Meeting.
- Ensure all Emergency Files are complete, with photo, and signed yearly.
- Ensure the program binder is organized and up to date.
- Complete regular documentation for children, following 'How Does Learning Happen.'
- Read, adhere to, and sign off annually on Policies and Procedures and Individual Plans, and at any time a change is made.
- Ensure accurate attendance records at all times.
- Report all Serious Occurrences to the Executive Director/Childcare Coordinator/Supervisor.

Supervision

- Provide guidance to volunteers, and High School Co-operative Education students; oversee their placements and assist in their evaluation.

General

- Work as a positive team member.
- Maintain positive and professional relationships with families.
- Advocate for families.
- Work collaboratively and build relationships with the community, and government agencies including the Ministry of Education, Avon Maitland District School Board, Huron Perth Catholic District School Board, and EarlyON.
- Attend seminars, workshops, and training offered in the ECE field.
- All other duties as assigned.

Qualifications:

- Currently enrolled in Early Childhood Education Diploma from a recognized College or equivalent childcare experience.
- Must possess a current First Aid and CPR with AED certification including infant and child CPR.
- Participate in Health and Safety training as required.

- Clear Vulnerable Sector check.
- Current Offence Declaration dated as per Child Care and Early Years Act.

Working Environment

- This position requires an employee to work indoors and outdoors in a child learning space (noisy and busy)
- Regular interruptions requiring the ability to change priorities quickly.
- Exposure to illness.

Physical Skill and Effort

- Must have the physical ability to lead activities and program related activities.
- Must be able to lift equipment and children daily (i.e. putting cots away, moving tables and chairs).
- Required to maintain immunizations and be free of all communicable diseases.