

Designated Early Childhood Educator – Job Profile

Reporting to the principal, the designated early childhood educator will partner with the classroom teacher to plan and implement a full day early learning kindergarten program within a classroom setting and provide supervision and age appropriate learning for groups of students as part of the extended day program as required.

The designated early childhood educator will collaborate in the design of the faith-based full day early learning kindergarten program and environment which will enhance children's cognitive, physical, social, spiritual and emotional development.

BASIC QUALIFICATIONS:

- Hold a two year community college Early Childhood Education Diploma with experience in a childcare or educational setting;
- Proof of registration with the Ontario College of Early Childhood Educators;
- Knowledge of Ministry of Education full day early learning kindergarten program;
- Experience in planning and implementing age appropriate programs;
- Basic computer competency;
- Ability to stand/walk for extended periods and move/carry equipment for program; and must be able to physically assist children as required (e.g. lifting).

SKILLS:

- Knowledge of related legislation;
- Ability to communicate in a professional manner with children, parents, staff and the general public;
- Proven ability to follow organizational policies and procedures in an appropriate and timely manner;
- Knowledge of privacy legislation and commitment to confidentiality;
- Strong organization and time management skills;
- Demonstrate knowledge of classroom management.

DESIRABLE ASSETS:

- Additional qualifications and/or experience in the specific early learning kindergarten program areas;
- Basic understanding of food handling procedures.

RESPONSIBILITIES FOR BOTH CORE AND EXTENDED DAY PROGRAM:

- Partner with the classroom teacher and other designated staff to plan and implement the early learning kindergarten program through developmentally appropriate curriculum-based activities;
- Collaborate with the classroom teacher and other designated staff to support individual student's identified needs, strengths, interests and stages of development;
- Observe, monitor and assess the development of pupils in JK/K and extended day program;
- Collaborate with the classroom teacher and special education teacher to carry out specialized activities to support learning for children requiring an Individual Education Plan (IEP);
- Maintain a healthy, physical, emotional and social learning context for students;
- Provide a variety of experiences to strengthen pro-social skills such as sharing, problem solving and cooperation;
- Assist children in washroom routines, dressing and lunchtime activities;
- Maintain appropriate records for students (e.g. health, attendance, etc.);
- Collaborate and maintain set-up of classroom (e.g. display, organization of materials etc.);
- Attend staff meetings, appropriate school-level meetings and professional development activities;

- Complete any duties as assigned by principal.

ADDITIONAL RESPONSIBILITIES FOR EXTENDED DAY PROGRAM:

- Provide supervision and age appropriate programming;
- Perform related administrative functions as required;
- Communicate with parents and school staff as appropriate;
- Facilitate nutrition breaks;
- Complete other related duties as assigned by the principal.

***REMUNERATION: \$24.00/hour**

***TENTATIVE SCHEDULES:**

Full-time positions: 7:00 am – 4:00 pm (If there is an extended day program.)

8:00 am – 4:00 pm (If there is no extended day program.)

Part-time positions: 2:00 pm – 6:00 pm (If there is an extended day program.)

NOTE: *The extended day will be dependent on enrolment into the program.

****The hours of work and hourly rate are currently under review.***

This year marks the first year for Ontario's Early Learning Program (ELP) for JK/SK students. The following schools will offer the ELP beginning in September 2010:

- Sir Edgar Bauer CES, Waterloo
- St. Ambrose CES, Cambridge
- St. Anne CES, Cambridge
- St. Anne CES, Kitchener
- St. Bernadette CES, Kitchener
- St. Gregory CES, Cambridge
- St. Michael CES, Cambridge
- St. Peter CES, Cambridge