



### **Description**

Registered Early Childhood Educators under the supervisor's direction work closely with all employees in the organization to plan and develop age-appropriate programs to enhance cognitive, physical, social, and emotional development according to Organization's program statement and philosophy. Registered Early Childhood Educators are expected to develop and maintain professional relationships with families.

### **Supervisory Responsibility & Level of Authority**

1. Acts as lead staff when working with Early Childhood assistants (ECA), non-ECA's, and supply staff.
2. Responsible for the constant supervision, safety, and well-being in a classroom of students and volunteers

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

The job duties and responsibilities for the Early Childhood Educator shall include but are not limited to the following and any other duties assigned by the Executive Director/Supervisor, or the Assistant Director or designate.

### **PROGRAM**

1. Responsible for planning and implementing appropriate activities that follow the children's interests
2. Respond with sensitivity to the needs of individual children and their families, respecting diversities
3. Read the communication book before starting the shift and read and update the room communication book daily.
4. Work as a team member; serve as a role model.
5. Plan and implement activities that follow the children's interests.

This program:

- a) Shall be in accordance with the Centre's philosophy and policies as well as all applicable legislation and regulations
- c) Shall contain a variety and balance of activities to enhance the children's development in the following areas: cognitive, fine motor, gross motor, creative, science, sensory, social and emotional;
- d) Shall be appropriate to the age, developmental level, and interests of the children;
- e) Shall provide for emergent curriculum experiences to build on children's immediate interests



- f) Shall consist of individual, small and large group activities, activity centres, outdoor experiences and field trips;
  - g) Shall create a positive social environment which promotes sharing, cooperation, problem-solving, respect for others and self-help skills;
  - h) Shall consist of activities to enhance development in all areas, facilitated by various teaching techniques, materials and spaces; responsible for obtaining all supplies for planned activities and snacks. Staff are responsible for obtaining all supplies for planned activities ahead of time
  - i) Shall create a positive atmosphere through fair, progressive and consistent expectations;
  - j) Shall provide opportunities for child-directed play experiences that are Bias Free, that promote a child's understanding of their own and other's cultures and value systems
6. Assist in planning and implementing daily indoor and outdoor activities, experiences and routines.
  7. Promote the development of self-help skills and good health and safety habits.
  8. Keep records of relevant information including anecdotal notes and observations of the children
  9. Read and record information recorded in the Communication book.
  10. Participate in daily duties, e.g. supervision of cleanup, toileting routines, lunchtime, outdoor play and nap time.

#### Education

1. Must have valid North American/UK ECE Credentials/Certificate (America, Canada, UK)
2. Minimum of three years experience teaching in a North American/UK preschool curriculum