

# JOB DESCRIPTION

## Registered Early Childhood Educator (RECE)

**Reports to: Supervisor**

### **JOB SUMMARY**

Registered Early Childhood Educators under the direction of the Supervisor works closely with all employees in the organization to plan and develop age-appropriate programs to enhance the cognitive, physical, social, and emotional development according to *Organization's* program statement and philosophy and the Child Care Early Years Act, using Early Learning for Every Child Today (ELECT), and How Does Learning Happen?, Quality First and Public Health Guidelines

Registered Early Childhood Educators are expected to develop and maintain professional relationships with families

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

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

### **Professional Obligations**

- Adherence to the legislative regulations and duties set out for an Early Childhood Educator under the current Child Care and Early Years Act
- Adherence to the Professional Responsibilities and Code of Conduct set out by the Ontario College of Early Childhood Educators, including but not limited to the Conflict of Interest policy and Confidentiality Policy
- Maintaining RECE status in good standing with the Ontario College of Early Childhood Educators, proof of membership must be provided annually

### **Position Summary:**

- Along with other staff, under the supervision of the Supervisor, plans and implements developmentally appropriate curriculum which includes activities, and

experiences for children between the ages of 10 months to 10 years of age, focusing on the age range of children in the room you are positioned in.

- Provides a physically safe and emotionally supportive environment showing sensitivity to the individuals needs of children in all aspects of development
- Observes children for daily overall health and ongoing observations for signs of potential learning or behavioural concerns and prepares written documentation for the Executive Director/Supervisor, parents, and/or outside agency
- Engages each child individually each day, and makes every effort to greet every parent/guardian/caregiver
- Demonstrates knowledge of the Emergent Curriculum through How Learning Happens and the Early Learning for Every Child Today (ELECT) documents and is able to use the tools to set up the classroom, materials, interactions so that they meet or exceed in all categories
- Asses the abilities, interests, and needs of children and discuss progress or concerns with other staff members and clients
- Promotes positive interactions and behaviour guidance and direction with the ongoing supervision of the classroom, playground, group, individual and routine activities.
- Engages and works collaboratively as a team member in caring for the children and the overall operation of the program; maintains regular and open communication with peers and all other co-workers
- Able to implement the four foundations of “How Does Learning Happen” through observations, reflections, documentations, and curriculum planning
- Engages each child individually each day, and makes every effort to greet every parent, guardian and caregiver
- Performs administrative functions as required
- May be required to be one of two staff on duty until the last child is pick up from the centre
- Experience in the use of computer technology
- Maintains positive relationships with colleagues, children and families, school personnel, Board of Directors, government and community members
- The Family Place is open during the hours of 7:00 – 6:00 p.m., Monday through Friday. While every attempt is made for staff to have regular schedules and programs, the nature of the job requires staff to be flexible about shifts and program assignments. Summer, March Break, winter holidays, PA days etc, will affect staff schedules and job responsibilities.

## **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**

- Responsible for planning and implementing an appropriate activities that follow the children's interests
- Respond with sensitivity to the needs of individual children and their families, respecting diversities in age, sex, developmental level, religion, sexual orientation, and cultural background.
- Read the communication book before starting shift and read and update the room communication book daily.
- Work as a team member; serve as a role model.
- Plan and implement the 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 e.g. Public Health, Child Care and Early Years Act and Quality First
  - b) Shall be based on the principles of "How Does Learning Happen?"
  - 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 a variety of teaching techniques, material 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

- Design, arrange and maintain a safe, orderly, appealing, and developmentally appropriate program space, including 5 distinct program areas in the room. Ensuring that materials and room set up are done prior to children entering the room (before & after school) or activities commencing (full day program)
- Ensure children are dressed appropriately for indoor and outdoor activities.
- Conduct daily health check of children; record illness and inform Supervisor; contact parents as necessary.
- Monitor lunch and snack-time activities encouraging children to eat their lunch. Report any appetite changes to parents and Supervisor. Mentor and monitor healthy eating and report concerns to families and Supervisor.
- Administer first aid and medication as per policy.
- Read, understand and abide by all policies of The Family Place Child Care Centre, including emergency, fire, serious occurrence, prohibited practices and child abuse procedures.
- Communicate regularly any issues of mutual concern, both verbally and in written form, with parents, school staff, centre staff and outside resources.
- Observe and record relevant information on each child's progress as required as per the Centre's policies and practices
- Be ready for work in the classroom by the start of your shift, having your personal belonging put away, and in the room/playground ready to work. This includes dressing and/or preparing for the scheduled activity and the weather.
- Handle petty cash, purchasing supplies as needed.
- Plan and prepare snacks with an awareness of healthy choices & licensing requirements if Float staff away
- Participate in maintaining accurate and complete records and other administrative tasks
- Observe and assess children's progress and behaviour to ensure programs meet identified individual and group needs. Meet with Supervisor to discuss recommendation of referral of to outside agencies for special needs. Complete developmental profiles.
- Discuss children's progress/behaviour/health with parents/school staff as necessary.
- Regularly evaluate the program to ensure it meets the needs of individual children and the needs of the group; set goals and meet licensing criteria; Quality First checklist, public health guidelines,

- When you are unable to report to work due to a personal emergency, follow the Staff Handbook “Calling In Sick” protocol
- Remains on duty until your shift is over even if the last child is picked up prior to the end of your shift.
- Before leaving you must have completed all final documentation, classroom cleanup and any preparation required for the next day.
- In the case of a late pickup, you cannot leave (unless given permission) until all the children have been picked up from the program even if your shift is over.

## HEALTH AND SAFETY

- Is responsible for ensuring that regular attendance checks are documented
- Know where each child is in your care at all times by doing regular attendance verification checks during indoor, outdoor, and at all transition times and field trips. Note these checks on attendance sheets are required for verification at transitions, and other appointed times.
- Stay on duty until shift is over or until last child is picked up (whichever is later). Two staff (one of whom must be an RECE) must stay on premise until the last child is picked up.
- Assists to ensure the overall health and safety of children enrolled in the program by maintaining a sanitary and safe environment, i.e. sanitizing the toys and equipment and signing off
- Plan, execute and document fire and emergency drills once per month.
- Prepare children for the monthly fire and/or emergency drills. Debrief with your group/individual children afterwards as to what went well and what to improve for next time.
- Remain current on the status of all children’s allergies and other special conditions, especially the children in your direct care.
- Supervise meal times in a relaxed, family atmosphere, sitting at the table with different groups of children on a daily basis. Ensure adequate nourishment and that any special dietary requirements are met.
- Position yourself so that you can be aware of the big picture and keep an eye on activities. Staff should position themselves to maximize visibility and accessibility.
- Ensure playground check is complete and recorded twice daily, twice yearly washing of outdoor equipment is also recorded
- Keep the surface areas and room tidy and sanitary, as per licensing requirements.
- Release children **ONLY** to person’s authorized by the child’s custodial parent/guardian/caregiver and fill out Child Release Forms, as necessary.

## **FAMILIES**

- Develop and maintain professional relationships with families by providing ongoing support, and resources
- Establish and maintain professional communication with parents/caregivers by participating in a variety of formal and informal communication strategies (daily conversations, information sheets, report cards, surveys, developmental portfolios, classroom newsletters etc.) However, these communications must not interfere or compromise the attention of the children in your immediate care. If communication will last longer than a couple of minutes, ask to speak to that parent/guardian at another time, or ask for coverage from the Supervisor.
- Respond to parent/guardian requests regarding concerns within two business days, document all contact and discussions
- Accommodate the parent/guardian's instructions for daily care routines whenever possible.
- Participate in parent/teacher interviews, parent meetings, and social events in the centre
- Assist in facilitating referrals to outside agencies when required
- Maintains professional boundaries and constant awareness of the "client" relationship

## **STAFF/TEAM RESPONSIBILITIES**

- Remain professional at all times. This includes, but is not limited to, refraining from gossiping about parents, children or other staff; limiting socializing when you are on duty; limiting personal phone calls; and respecting personal boundaries.
- Actively participate in meetings (contribute to discussions, share learning experiences etc.) and events as required e.g. staff meetings, holiday show, etc.
- Maintain RECE status by maintaining membership in good standing with the College of ECEs. Proof of membership must be provided annually.
- Participate in the annual evaluation process and set goals for the following year. This includes continuous learning goals from the College of ECEs.
- Be actively involved in professional development by attending workshops & conferences and participating in in-house trainings. Complete minimum of 4 hours Professional Development annually
- Collaborate with colleagues, support and maintain a team approach by sharing expertise and practical knowledge in developing the program.
- Maintain regular, effective, and open communication with team members, Executive Director and Supervisor, in a positive and professional manner.
- Vacation requests, float day requests, and any other requests for a schedule change should be submitted to the Supervisor in writing according to the Leave of Absence Policy

- Keep the Executive Director/Supervisor informed of any pertinent information i.e. personal information, allergies, address change, banking information including any requirements for accommodation.
- Keep management informed of any work-related matters that include but not limited to: necessary supplies, teaching aids, equipment for the program.
- Maintain a professional appearance at all times, assume responsibility for your own actions and behaviour at work. P35 Dress Code Policy, P36 Substance Abuse Policy, P21 Staff Issues of Concern

## **RESPONSIBILITY FOR PLACEMENT STUDENTS**

- Support training and evaluating of ECE and ECA students
- Model and demonstrate appropriate teaching techniques
- Assess, record, and discuss daily observations with students
- Monitor placement students, progress and delegate responsibility for tasks in the classroom

## **RECORD KEEPING**

- Maintain up-to-date records for legislative and regulatory purposes
- Record daily and monthly attendance
- Record and report accidents, incidents and occurrences as required, get appropriate sign-offs in a timely manner
- Record cleaning procedures
- Record absence of ill health, as per Daily Health Check
- Record medical procedures and the administration of medication as required by the Executive Director/Supervisor
- Do a daily playground/yard check and record on required forms
- Record facility maintenance and safety checks as required, i.e. weekly flushing
- Participate in maintaining accurate and complete records for children i.e. updating emergency contact sheets, allergy lists etc. and giving information to the Executive Director/Supervisor
- Complete a child's daily log
- Complete daily communication book

## **WORK CONDITIONS & PHYSICAL CAPABILITIES**

- Able to walk up 3 flights of stairs
- Lift and/or move between 10 pounds up to 30 pounds.
- Must be comfortable being in and around water on trips.
- Repetitive Tasks
- Attention to detail

- Frequent combinations of sitting, climbing, standing, walking, balancing, bending, crouching,
- Kneeling, and crawling
- Combination of indoor and outdoor environments
- Exposure to; high noise levels, bodily fluids, infectious illness/diseases, occasional inclement weather

#### **EDUCATIONAL REQUIREMENT:**

- Registered Early Childhood Education Certificate
- Valid Standard First Aid Training and Level “C” CPR
- Knowledge of the CCEYA, How Does Learning Happen and the ELECT document
- Knowledge of the Occupation Health and Safety Act
- Knowledge of AODA
- Knowledge of Quality First or other Regional Quality Assessment Tools
- Safe Food Handlers Certification (for staff that prep lunch or snack on a regular basis)

#### **EMPLOYMENT REQUIREMENTS:**

- Current Registration with the College of Early Childhood Educators
- Current satisfactory Police Vulnerable Sector Check
- PVSC to be completed every 5 years on work anniversary, to sign a declaration form annually with 2 weeks of work anniversary of alternate years.
- Valid Standard First Aid training and Level “C” CPR
- Health Assessment, T.B. test, up-to-date immunizations,
- Signing off on all policies annually.
- Working knowledge of “How Does Learning Happen?” ELECT, Quality First, Public Health Guidelines

**Written by:**                      2018                      TJ Solutions, Management Solutions for Child Care  
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