



JOB DESCRIPTION – Registered Early Childhood Educator

Title: Registered Early Childhood Educator – Kindertown Learning Centre

Reports to: Angela Russumanno, Paolo Russumanno

Location: 110 Gordon Drummond Ave, Stoney Creek Ontario.

Job Summary:

The Early Childhood Educators Act, 2007 defines the practice of early childhood education as “the planning and delivery of inclusive play based learning and care programs for children in order to promote the well being and holistic development of children”

Principle Duties & Responsibilities:

- Responsible for the constant supervision, safety and well being of the children
- Early Childhood Educators cultivate caring, authentic relationships and foster a sense of belonging for children, families and educators
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, age-appropriate activities in response to the children’s emerging interests and skills.
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
- Establishes and maintains regular professional communication with parents
- Ensures the program operates at all times in compliance with all child care licensing standards

- Staff are expected to make children's learning visible through current pedagogical documentation
- Must understand and align their practice with the following documents
 - Code of Ethics and Standards of Practice,
 - Child Care and Early Years Act,
 - How does Learning Happen?
 - Think, Feel, Act
- Observes and records relevant information on each child's progress as required/as per Centre practices
- Attends and participates actively in mandatory monthly staff meetings
- Provide environments and experiences that engage children in active, creative and meaningful exploration, play and inquiry.
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Participates in regular fire drills and other emergency procedures
- Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel
- Actively participates and engages in a minimum of 10 professional learning opportunities annually and submits a reflection and transfer to practice plan.
- Assists the Centre Director in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Centre Director or her/his designate
- Adheres to and respects the practices, policies and procedures that are unique to Kindertown Child Care Centre

Qualifications:

Minimum:

- Registered Early Childhood Education diploma or provincially recognized equivalent.
- Registered member of the College of Early Childhood Educators of Ontario.
- Actively participates
- Valid Standard First Aid and Level "C" CPR.
- Negative criminal records and Vulnerable Sector Check.