

North Shore Neighbourhood House
Monday, August 30, 2010
EARLY CHILDHOOD EDUCATOR 2

Posting Reference Number (2010-1790-18) please refer to this number when applying

RATE:	\$18.01 per hour
Hours of Work:	Part Time- 20 hours per week
Location:	Novaco Daycare Centre
Effective:	September 7th, 2010

Nature and Scope of Work

This is child care work in the North Shore Neighbourhood House Child Care program working with children in full time day care. The work involves planning and carrying out, in conjunction with the other staff, activities to promote social and personal development of children; acting as a liaison with families, community professionals and other staff and assessing the behaviour of children. Under the general supervision of the Early Childhood Educator 3 – Day Care Program and/or the Director of Family and Children’s Services an incumbent works with children individually and in groups. Work performance is evaluated in terms of the quality of assistance provided to children and the achievement of predetermined objectives.

Illustrative Examples of Work

Plans and carries out developmentally appropriate activities to meet the needs of children in all areas of development.

Conducts activities with children on an individual and group basis to promote the development of physical, cognitive, emotional and social skills.

Maintains communication with Special Needs staff and community resources which are providing services to children in the program.

Liaises with families and other child care staff in promoting communication between all parties.

Attends program planning and staff meetings to assess and discuss program plans and goals.

Ensures the program facilities are kept safe and clean and all equipment is in good order, reporting any repairs or concerns to the Supervisor.

Assists in welcoming new children and their families to the program.

Assists in directing junior staff, volunteers and students.

Prepares and maintains reports, records, statistics and files related to the work performed.

Performs related work as required.

Required Knowledges, Abilities and Skills

Considerable knowledge of the care and guidance needs to promote social and personal development of young children.

Considerable knowledge of applicable policies, regulations and rules governing the work performed.

Considerable knowledge of the problems and needs of children with special needs.

Ability to assess the behaviour of special needs children, to plan and effectively carry out activities to promote social and personal development in special needs children.

Ability to exercise patience and consistency in behaviour management.

Ability to establish and maintain effective working relationships with a wide variety of families, children, staff and community resources.

Ability to prepare and maintain reports, records, statistics and files related to the work.

Must demonstrate the ability to work well within a team setting, be well organized, flexible and be able to adapt easily to new situations.

Must possess excellent communication and interpersonal skills.

Must be willing to pursue ongoing professional development through attendance at courses or workshops related to working with young children requiring support and their families and caregivers.

Desirable Training and Experience

Successful completion of an Early Childhood Education program supplemented by special needs training and or infant toddler training plus experience in a child care setting or a suitable combination of training and experience.

Required Licenses, Certificates and Registrations

Emergency First Aid Certificate

P.C.C.F.L.B. Early Childhood Educator Certificate

TB test may be requested at the direction of the medical health officer

Criminal Records Check

Physicians letter stating employee physically and psychologically able to work with children

Please apply to Lisa Hubbard
Program Manager Childcare Services

Closing Date: Monday, September 13th, 2010