

EARLYON REGISTERED ECE

Department:	Child Care-Child Care Centre
Reports To:	Manager of Child Care Services
Supervises:	Not Responsible for Supervision of Staff
Review Date:	August 2023

SUMMARY OF POSITION

Under the direction of the Manager of Child Care Service, an EarlyON Registered ECE Teacher is responsible for creating warm, welcoming, inclusive, and accessible early learning environment with programming designed to promote a child's optimal development and readiness to learn at various EarlyON program locations in Huron County.

The EarlyON Teacher will promote family engagement and provide guidance to parents and caregivers by providing the information, resources, and support they need to ensure that all children have the best possible start in life.

FUNCTIONAL RESPONSIBILITIES

- ❖ Responsible for the delivery of EarlyOn programs including opening and closing locations, setting up learning environments, interacting with children and families, completing some administrative tasks including maintaining accurate registration records.
- ❖ Responsible for design of children's programming based on individual community needs as identified through research data, surveys, community partners, families, and prior best practices.
- ❖ Formulates a creative plan that is inclusive of play based learning and child development while providing parents and caregivers with information and resources designed to support positive parenting.
- ❖ Promotes a diverse and inclusive environment that provides children with the opportunity for personal growth, individual success, and a sense of pride in their accomplishments.
- ❖ Assesses the abilities, interests, and needs of children and discusses progress or problems with Manger/Supervisor and co-workers.
- ❖ Provides ongoing communication with the families to establish individual learning goals and provide support for personal development.
- ❖ Demonstrates an awareness of community programs and services necessary to engage, educate, and refer to families and caregivers on healthy child development.
- ❖ Establishes and maintains collaborative relationships with co-workers and community

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services working with children.

- ❖ Maintains a positive, empathic, and professional attitude towards the families at all times.
- ❖ Designs marketing and promotional flyers and posters to promote participation in the programming as well as community awareness.
- ❖ Provides informal service coordination for parents by offering information and referral to community based children's services, organizations, and agencies (i.e.. If staff identified that child's speech is not at the age-appropriate level, gently probe parents to determine concerns and provide information for referral to community agency)
- ❖ Designs and facilitates interactive parenting workshops based on evidence research to support informed parental choice (i.e. Circle of Security Parenting)
- ❖ Designs posts that reflect learning, activities, or knowledge for social media on Facebook and Instagram Huron EarlyON accounts.
- ❖ Assists with the purchasing of crafts, toys, and supplies when needed.
- ❖ Maintains the health and well-being of the program group (i.e., fire plan, intruder alerts, inclement weather, food allergies, scent free environment)
- ❖ Provides cleaning of program supplies and tidiness of the EarlyON facilities.
- ❖ Assists in the maintenance of a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Assists the Manager of Child Services with annual department budget.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for the policy and procedure management.

STRATEGIC MANAGEMENT

- ❖ Not responsible for the strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Early Childhood Education diploma from a recognized community college.
- ❖ Must be a registered and active member of the College of Early Childhood Educators of Ontario.
- ❖ Minimum of 2 years related experience in an early year setting.
- ❖ Mental Health First Aid considered an asset.
- ❖ Valid First Aid/CPR-C AED Certification
- ❖ Clean Vulnerable Sector Check (VSC)
- ❖ Must have Valid driver's licence and own vehicle.

KNOWLEDGE AND SKILLS

- ❖ Knowledge of all Provincial Acts pertaining to early childhood education, specifically the Child Care Early Years Act, and Occupational Health and Safety Act.
- ❖ Knowledge of access to different agencies to implement programming for special needs children.
- ❖ Knowledge of effective early years' literacy strategies
- ❖ Effective mentoring interpersonal/leadership skills to build and maintain positive relationships with families and the child services community.
- ❖ Strong research, presentation, and facilitation skills
- ❖ Strong communication skills both oral and written.
- ❖ Strong problem-solving skills.
- ❖ Knowledge and use of general office equipment including related computer software/hardware.
- ❖ Ability to multi-task in a busy/high paced work environment and will be exposed to environmental noise.
- ❖ Ability to perform physical work (lifting (up to 25 lbs), sitting, standing, walking, bending, pushing, pulling, reaching, carrying)
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally, this includes:
- ❖ The public, neighbouring municipalities, consultants, and contractor.

HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS



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Work occurs in a variety of locations including churches, community centers, parks, and schools. Equipment and program supplies are transported to and from locations when required. Hours of work are scheduled within the core operating hours of 7:30 AM – 5:30 PM, Monday through Friday. This position requires long periods of sitting on the floor with families, as well as consistent visual and mental concentration on a computer screen(s). Not required to work overtime.

Exposure to a variety of weather when doing outdoor programming and traveling to and from locations. Work involves exposure to contagious children's diseases, disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate policies.



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NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.