POSITION TITLE: Childhood Educator

Employment Type (FT,PT,Contract): FT
Rate of Pay: Depending on Experience
Job Location: London,ON
Hours of Work: 40
Start Date: Fall
Application Deadline: October 1, 2020

COMPANY NAME: Teddy Bear Day Care (Bizzy Bee)
Street Address: 12229 Ilderton Road, London ON
Phone: N/A
Fax: N/A
Email: Teddybearilderton@gmail.com
Website: N/A

General Description of Duties:
Pgsition-Early Childhood Educator

Reports To-Director/Owner/Operator

Objective-To provide exceptional care and educational opportunities to all children within the community through a safe, nurturing, learning environment based on respect, trust and partnership.

Early Childhood Educator Duties and Responsibilities

Skills and Experience Required:
PQjices &Paperwork

• Read and follow Ilderton Bizzy Bees Daycare Center policies and procedures. Review all policies and procedures annually and sign off that they have read and understand them

• Follow licensing and other regulatory requirements such as the Day Nursery Act, Safe Healthy Children's Manual

• Complete daily paperwork such as children's charts, logbooks, attendances, sign in and out sheets and any other required checklists on a daily basis.

• Report all illnesses, injuries, serious occurrences to the director

• Follow the center's procedures for maintaining health records, health and safety routines, administering medication and first aid.

• Ensure that licensing standards are maintained at all times

Relationships
• Regularly communicate with parents regarding their child's development and learning progress

• Ensure families are welcomed and feel comfortable. Encourage them to spend some time in the program and participate

• Include parents in the daily activities of the centre at drop off and pick up times

• Allow children to problem solve before stepping in

• Be respectful to all children/parents/staff

• Supervise and mentor students, volunteers, supply and new staff as needed.

• Develop partnerships and professional relationships with community agencies regarding supports for the special needs and interests of children in your primary care and follow through with plans and suggestions to help the child/family

• Communicate and collaborate with co-workers

Environment:

• The environment is safe and promotes the learning process in all forms. Always checking for hazards such as broken pieces, etc

• Ensure all cleaning and disinfecting of your room is completed within the specified time frame and use checklist

• Environment is organized, easily accessible

Children:

• Ensure children's basic needs are met everyday-diapering, toileting, eating and sleeping as soon as possible

• Create enjoyable meal time routines

• Daily schedule is followed and consistent with predictable routines for the children

• Follow behaviour guidance policy-positive statements, re-direction and role modeling

Program Planner & Portfolios:

• Plan and develop curriculum and activities suitable for children between 18 months and 5 years

• Ensure the curriculum supports the whole child- physically, intellectually, socially, culturally, creatively and emotionally

• Ensure the program planner is filled out the by the Friday prior to the following week. Make certain that the activities allow for both individual/group time, child/teacher directed, active/quiet, outdoor activities are followed through

• Ensure each child has a portfolio
• Observe, listen and document children's conversations/questions/thoughts/ideas to help with program planning and to develop documentation for children's portfolios. Only use centre's camera's and computer for documentation purposes

• Encourage children to represent their thinking through drawing/writing/creating with a variety of materials

• Observe how the children are using the environment and materials to help with planning your program and recognize the children individually

Communication/Staff Development:

• Maintain regular attendance and punctuality

• Fill out and complete payroll each week

• Participate in staff meetings.

• Read and use communication book in staff room and read material on the staff bulletin board

• Maintain confidentiality of all information related to the center's children, families and staff.

• Use positive communication.

• Participate in a minimum of 12 hours of professional development per year.

• Maintain current first aid and CPR.

COMPETENCIES:

• Patient, caring, understanding, dedicated

• Capable of handling children of different natures/temperaments

• Excellent communication skills with staff/parents/children, orally and in writing

• Willingness to work flexible hours as required.

• Deal with out of routine situations

• Handle emergencies, crisis or unfriendly behaviour, in a calm and collective manner

• Maintain control in frustrating situations and seek help when needed.

• Work together with others in a team environment.

• Maintain neat and accurate records

• Carry/lift children and carry/lift/move moderately heavy items.

Qualifications:

Education

• Two year Early Childhood Education Diploma

• Registered in the Early Childhood Education Apprenticeship program.
Experience:

• Two years experience in a child care setting

Requirements:

• Member of the College of Early Childhood Educators
• Satisfactory criminal reference check.
• Be in good overall health
• Standard First Aid (Infant/Child/Adult CPR)

How to Apply:
Email teddybearilderton@gmail.com

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