

New Ross Preschool Society – New Ross Daycare

JOB DESCRIPTION



JOB TITLE: Early Childhood Educator

REPORTS TO: Daycare Director

POSITION SUMMARY:

Our Early Childhood Educators are responsible for organizing and operating a day care program in the community of New Ross for children aged 18 months to 5 years. We are a non-profit organization run by a Board of Directors.

MAIN DUTIES AND RESPONSIBILITIES:

The Early Childhood Educators are responsible for: Creating a warm, family friendly environment that supports the families of New Ross and surrounding area with their childcare needs.

Client Services

- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children.
- Plan and lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Plan and maintain an environment that protects the health, security and well-being of children.
- Guide and assist children in the development of proper eating, dressing and personal hygiene skills. (toileting, handwashing, cough & sneeze etiquette, etc.)
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members.
- Supervise and coordinate activities of other early childhood educators, practicum students, and early childhood educator assistants

Administrative Functions

- Observe children for signs of potential learning or behavioral problems and prepare reports for parents, guardians or supervisors.
- Complete paperwork, reports and documentation pertaining to operational standards.

Other duties as required

- Assist with special events of the program.
- Assist in fundraising efforts for the program.
- Ensures compliance with all Day Care licensing requirements and in accordance with the Day Care Act and Regulations

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES:

The Early Childhood Educator should be able to:

- Demonstrate attention to detail to ensure accuracy of written information.
- Manage time and prioritize tasks.
- Work closely with other staff and interact in a professional manner.
- Provide mandatory Child Abuse Registry and Vulnerable Sector checks.
- Establish and maintain positive relationships with community-based programs, organizations and families.
- Work independently with minimal supervision and understand the collaborative approach with co-workers, families and other participating members and partners.
- Use excellent communication skills (written and oral).
- Pursue professional development and retain level of certification.
- Enjoy and work well with children.
- Work a minimum of 40 hours per week on a permanent full-time basis.

REQUIRED QUALIFICATIONS:

The Early Childhood Educator should possess:

- Level 2 or 3 Classification under the Day Care Act and Regulations 40(1) of Day Care regulations.
- Experience in day care or a related field.
- Current First Aid Certification.
- Current Child Abuse Check (issued or renewed within the past 2 years)
- Current Vulnerable Sector Check.

Salary: To be negotiated, qualifications dependent. If level 2; \$17.00 /hr. if level 3: \$19.00/hr.

Anticipated start date: January 4th, 2021

Closing date to apply: Monday, December 28th, 2020

We want to thank all interested candidates for applying, however we will only be contacting those individuals that we wish to interview.

All applicants must clearly demonstrate in their cover letter or resume that they meet essential qualifications of education in order to be considered for this opportunity. Please forward cover letter and resume to Ginny @ newross.communitypreschool@gmail.com. You will be required to bring 3 references to your interview and the interview will be held over the holiday break.

Thank you Board of Directors for NRPS