

# **NEW ROSS Community Day Care – Employment Opportunity**

4689 Highway 12, New Ross, NS

## **JOB TITLE: Early Childhood Educator**

**REPORTS TO:** Board of Directors

### **POSITION SUMMARY:**

Our Early Childhood Educator is responsible for organizing and operating a day care program in the community of New Ross for children aged 18 months to 5 years.

### **MAIN DUTIES AND RESPONSIBILITIES:**

The Early Childhood Educator is responsible for: Creating a warm, family friendly environment that supports the families of New Ross and surrounding area with their child care 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 toilet habits.
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members.
- May supervise and coordinate activities of other early childhood educators and early childhood educator assistants

#### ***Administrative Functions***

- Observe children for signs of potential learning or behavioural 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 centre meets 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), organization and administrative skills.
- Demonstrate a willingness to pursue professional development.
- Enjoy and work well with children.
- Work 40 hours + per week on a permanent full time basis.

## **REQUIRED QUALIFICATIONS:**

The Early Childhood Educator must possess:

- Level 2 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.

***Salary: To be negotiated, qualifications dependent. Hourly wage \$17.00 per hour if level 2***

***Anticipated Start Date: Feb. 1<sup>st</sup>, 2018***

***Closing date to apply: Wed. Jan 3, 2018***

We 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 and experience in order to be considered for further assessment. Please forward cover letter, resume, and three references electronically, in Adobe PDF or Word format, to Diane at [nrfrcnewross@hotmail.com](mailto:nrfrcnewross@hotmail.com)