

Job Description Educator Level 3

Job Summary: The Educator Level 3 provides nurturing care and education to young children in a group setting, in accordance with the organization's Program Statement and policies and in compliance with the Child Care Early Years Act and the College of Early Childhood Educators Code of Ethics and Standards of Practice.

Responsible to: Child Care Supervisor/designate

Vision: Children and families are the heart of our future

Mission: Engaging children and families in fostering a healthy future for our communities.

Core Competencies: Work in alignment with OCOF/Nena's Program Statement:
 ➤ **Development** **Inclusiveness** **Collaboration** **Excellence**

Duties and Responsibilities:

1. Under the mentorship of a Registered Early Childhood Educator, plan, implement, and review the children's experiences in accordance with the organization's Program Statement and Child Care and Early Years Act.
2. Guide and assist children in daily activities.
3. Organize space, equipment and materials prior to activities.
4. Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
5. Use a variety of teaching techniques including modeling, observing, questioning, demonstrating, reinforcing, and bridging.
6. Set up daily routines to take advantage of embedded learning opportunities.
7. Organize physical and social environment to extend and expand child-directed play experiences.
8. Provide experiences and play materials that actively promote diversity.
9. Seek out opportunities to recognize and celebrate new developmental achievements.
10. Provide daily opportunities for each child to choose to play independently.
11. Encourage each child's individuality.
12. Provide positive guidance such as re-directing, positive language and reinforcement.
13. Immediately address challenging behaviours.
14. Read each individual child's files in his/her group and be knowledgeable about his/her medical and developmental histories.
15. Attend to children's physical needs for diapering, toileting, eating, and sleeping.
16. Release children only to persons authorized by parents/guardians.
17. Discuss the program's daily events with family members at drop-off and pick-up times.
18. Encourage families to participate in activities that will allow them to engage in their children's early learning and development.
19. Maintain adherence to all the organization's policies and procedures, including safety requirements.
20. Attend regular team meetings and participate in team planning to ensure well-coordinated and effective delivery of services to meet program objectives.
21. Maintain regular attendance and punctuality.
22. Participate in the annual performance review process.
23. Provide support for special events.
24. Be a positive role model.
25. Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities.
26. Establish and carry out child-directed activities, care routines and transition times.
27. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children.
28. Create a playroom environment conducive to learning and appropriate to the physical, social, and emotional development of children with an emphasis on language development and emergent literacy skills.
29. Represent and document children's activities – photos, display of children's drawings, etc.
30. Work with resource professionals and other specialists to plan, carry out and review individual program plans.
31. Initiate referrals or additional services for children and parent/guardians if there are concerns about the course of development.

32. Set reasonable behaviour expectations consistent with the organization's Program Statement.
33. Follow behaviour guidance policies established by the organization.
34. Monitor the indoor and outdoor environments for hazards.
35. Update children's allergies and other special conditions, as required.
36. Follow proper protocol of Duty to Report for all incidents of suspected child maltreatment.
37. Maintain good communication with parents/guardians on a daily basis (i.e. HiMama, Facebook, Email, verbally, etc.)
38. Accommodate the family instructions for daily care routines with respect to family childrearing practices & knowledge about their children.
39. Provide leadership and support for colleagues and community partners.
40. Mentor colleagues to further develop their skills.
41. Recognize cultural diversity in the environment.
42. Maintain confidentiality at all times.
43. Maintain all requirements set out by the College of Early Childhood Educators.
44. Be accountable for requirements as set out in the following professional resources:
 - a. [ELECT Document](#)
 - b. [CCEYA](#)
 - c. [How Does Learning Happen?](#)
 - d. [Think Feel Act](#)
45. Other job related duties as assigned.

Qualifications:

1. Must be enrolled in an Early Childhood Education program and provide proof of passing the first trimester and proof of passing every 3 months thereafter.
2. First Aid and Cardiopulmonary Resuscitation (CPR- Level C) certificate.
3. Must be 18 years of age or older.
4. Must provide a current satisfactory Vulnerable Sector Criminal Record Check (within the last 6 months).
5. Food Handler's certificate.
6. Minimum of six months' experience in a child care setting is an asset.

Skills

1. Genuinely committed to helping children learn.
2. Excellent interpersonal and organizational skills.
3. Excellent verbal and written communication skills in both official languages, where required.
4. Time management and critical thinking skills.
5. Decision making and problem solving skills.
6. High level of energy.
7. Work independently and as a team member.
8. Conflict resolution skills.
9. Some knowledge and understanding of the Child Care and Early Years Act and licensing regulations.
10. Effectively interact and relate to children in a developmental appropriate manner.

Because of the changing nature of work and work to be done, the qualifications may be adjusted from time to time.

Working Conditions:

- Ability to lift up to 40 lbs., including bending, stooping, stretching, squatting, pushing, pulling, sitting, walking, and running.
- This position requires considerable flexibility.
- Requires some evening and weekend work for training and events.
- Interaction with children, family members, and community partners.
- Noise level can be moderate to loud.

Our Children, Our Future/Nos enfants, notre avenir is a fragrance-free and smoke free work environment.