



Sunflower Co-operative Day Nursery Inc.

Position: **BILINGUAL TODDLER EDUCATOR (RECE) – 10 Month Contract**

Sunflower Co-Operative Day Nursery attends to the physical, emotional, intellectual and social care and development of children. As part of a three-teacher team, you will plan, coordinate and implement a creative and stimulating toddler curriculum for children aged 16 months to 2.5 years.

**Union/
Management:** TEMPORARY, FULL TIME (35-40 HOURS PER WEEK), UNIONIZED POSITION
December 17th, 2018 to October 22nd, 2019

Salary: **\$22.69 per hour (under review)**

Location: Sunflower Co-operative Day Nursery School, 700 Montreal Road, Ottawa

Responsibilities: Supervises, facilitates, guides and interacts with children; responsible for the children's care, safety, development and well being through the implementation of an age and developmentally appropriate program in a group setting.

Plans, implements and evaluates stimulating and varied programs that ensure the physical, cognitive, social and emotional development of each individual child; focuses on each child's emerging independence, self-discipline, problem solving skills, self-confidence, and self-esteem.

Maintains flexibility within a structured routine with regard to sleeping, eating, toileting, and dressing to meet each child's basic needs; ensures that routines are carried out consistently with minimal disruption of children and programming; attends to individual child's health needs and promotes good hygiene within the group; encourages and provides support so that children can grow in their independence and develop a sense of mastery with regard to self-help skills.

Develops trusting and mutually respectful working relationship with parents and acts as a support and resource to parents where and when possible; keeps them informed of their child's progress, ensuring two-way communication and open-minded, non-judgemental listening; providing appropriate referrals and information; provide ongoing support to families in a caring and nurturing manner.

Ensures a clean, safe and physically appropriate environment; performs general upkeep of the rooms, equipment, supplies and yards; disinfects toys and equipment regularly; monitors repair of equipment and materials; purchases equipment and materials as appropriate; fulfils laundry responsibilities.

Attends program meetings to exchange information and develop team goals; attends General Staff Meetings to exchange information with other co-workers. Works toward developing a trusting and co-operative working relationship under the general daycare/professional co-op philosophy with all members of the co-op; informs casual staff, students and substitutes of co-op philosophy, specific duties and routines and supervises and teaches them if appropriate.

Evaluates program and development of individual children; observes, assesses and records children's progress and behaviour and recommends group program and teaching modifications to better meet needs; identifies and informs Direct supervisor of special needs which may require referral.

Participates within a team to ensure the ongoing administration and coordination of the program's activities; records attendance; adjusts schedule to ensure staff ratios are maintained; arranges replacement as required; participates in agency activities and committee meetings and consults with community professionals; monitors and reports on needed supplies; keeps Direct supervisor advised of pertinent information.

Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.

Other related duties as may be assigned by Direct supervisor.

Qualifications:

- Degree or diploma in Early Childhood Education or other equivalent education
- Registered with the College of Early Childhood Educators
- Fluently bilingual French and English
- Clear Police Records check completed in last 6 months
- Current Standard First Aid and CPR Certification

- Proven ability to work closely with other team members
- Ability to create and maintain positive working relationships.
- Strong communication, interpersonal, programming and organizational skills
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job

Hours of Work: Full-time, 35-40 hours per week

Available from: December 17th, 2018 to October 22nd, 2019

Apply: Email: hrrecruiting@afchildrensservices.ca

Closing date: **December 9th, 2018**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Should the applicant require any accommodations during the application process please notify HR at hrrecruiting@afchildrensservices.ca.