



**Position:** EARLY CHILDHOOD EDUCATOR (RECE) – TEMPORARY SPLIT SHIFT  
(12 Month Contract)

*Provides nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment and in cooperation with parents, colleagues and community professionals.*

**Union/Management:** TEMPORARY, FULL TIME (35 HOURS PER WEEK), UNIONIZED POSITION  
January 21<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019

**Salary:** \$25.61 to \$27.77 per hour

**Location:** Alta Vista Child Care Program, 1349 Randall Avenue, Ottawa, ON

**Responsibilities:** Plans a stimulating, developmentally appropriate program in accordance with organizational, and legal guidelines which incorporates learning experiences meeting both group and individual children's needs, varied daily activities, opportunities for child-directed play and cross cultural, anti-racist and non-sexist learning; participates in developing individual programs plans to meet the special needs of children; records program plans.

Provides supervision of the children; implements program plans on a daily basis; prepares appropriate materials and equipment and sets up areas for planned activities; provides a welcoming and nurturing environment by demonstrating ongoing affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating and reinforcing; implements therapy suggestions as required.

Attends to physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting, and eating, as necessary; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.

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.

Maintains a healthy and safe environment; administers and maintains records of medication and first aid; records and reports accidents and serious occurrences; operates and ensures safety of all equipment including special needs equipment as required; monitors children's health, records and reports on illness and special health conditions; cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; monitors location for health and safety hazards; opens and secures facility.

Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; conducts parent/educator interviews, case conferences as required

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

Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field.

Supervises, trains and evaluates students and assists with the supervision, training and evaluation of supply educators and volunteers.

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

An additional language would be an asset.

**Qualifications:**

- Degree or diploma in Early Childhood Education or other equivalent education
- Registered with the College of Early Childhood Educators
- Minimum of 2 years of experience working with children in a group setting
- 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
- 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 hours per week

**Available from:**

January 21<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019

**Apply:**

Email: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

**Closing date:**

**January 16<sup>th</sup>, 2019**

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 Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)