

**ANDREW FLECK CHILD CARE SERVICES
JOB DESCRIPTION**

DATE: 03/2018

JOB CLASS: SUPPLY

JOB TITLE: SUPPLY EDUCATOR

LOCATION: VARIOUS LOCATIONS WITHIN THE OTTAWA-CARLETON
AREA

REPORTS TO: PROGRAM COORDINATOR

SUMMARY:

Supports the Early Childhood Educator (RECE) and/or the Assistant ECE in providing nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment in cooperation with colleagues in the absence of customary early childhood educators or assistant early childhood educators.

KEY OBJECTIVES:

- To perform duties in accordance with the mission statement and core values of AFCCS and the mandate of Group Child Care Program.
- To support and assist the ECE's and assistant ECE's in providing a high quality child care program in a group setting that meets the diverse needs and promotes optimum physical, social, cognitive and intellectual development of the children in care.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. Meets children's needs for continuance of care, routines and education in the absence of regular caregiver; reassures children as needed; receives instruction from RECE and ECE Assistant to carry out planned activities.
2. Implements program plans and helps set up areas for planned activities as directed by RECE or Assistant ECE; provides a welcoming and nurturing environment through displaying affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, mediating, questioning, demonstrating and reinforcing.

3. Observes and ensures the safety of the children at all times and advises RECE or ECE assistant of concerns,
4. Attends to physical needs of children; instructs and assists in washing, dressing, toileting, and eating to develop self-help skills; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.
5. Assists in maintaining a healthy and safe environment; reports accidents/ incidents to RECE; observes and reports on illness or health conditions; monitors location for health and safety hazards.
6. Greets parents and children in a positive manner.
7. Other related duties as may be assigned by Early Childhood Educator, ECE Assistant or Program Coordinator.
8. Works in accordance with Occupational Health and Safety Standards.

QUALIFICATIONS

- Accumulation of at least three months of experience caring for children
- Verbal communication skills (English, French is an asset)
- Negative Police Record Check – Vulnerable Sector current in last six (6) months
- Current Standard First Aid and CPR certificate
- Experience working with others in a team environment
- Adequate energy level and ability to meet the physical demands of the job
- The position requires frequent light to medium physical effort (lifting up to 20 kg or 44 lbs) bending, kneeling, crouching
- Must be able to work outdoors for at least two (2) hours per day year - including during cold, snow, rain, hot and humid weather
- Sensitivity and respect for individual and cultural differences
- Experience working with children with special needs is an asset
- ECE Diploma or degree from a recognized college or university is an asset

Approved July 1998
Revised 2006
Revised 2011
Revised 2016
Revised 2018