



## REGISTERED EARLY CHILDHOOD EDUCATOR (RECE) JOB DESCRIPTION

### **Overview**

The RECE reports to the Managers of Makonsag Aboriginal Head Start Inc. (Makonsag). The RECE is responsible for contributing to Makonsag by fostering the spiritual, emotional and physical growth of Indigenous children in accordance with the mandate of the Board of Directors and governing legislation under the *Child Care and Early Years Act* (CCEYA); for the quality delivery of an early childhood development program focused on cultural and early learning.

### **Responsibilities & Duties**

- Develop program planning reflecting current curriculum and developmentally appropriate activities
- Provide supervision of the children and implements program plans on a daily basis
- Plan stimulating and developmentally appropriate early learning program in culturally sensitive environment
- Provide welcoming and nurturing environment
- Provide classroom and care space activities to address group and individual learning needs.
- Attend to the physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting and eating; attends to diapering needs
- Maintain a healthy and safe environment as per Makonsag policies and procedures and Ministry requirements
- Attend meetings and/or professional development sessions as required
- Promote an atmosphere of caring, sharing, honesty and respect
- Other duties as required

### **1. Programming**

- a) Provide a stimulating, caring and culturally appropriate early learning and child care environment for children.
- b) Where applicable, plan and facilitate school readiness activities with a focus on children who will be transitioning from into Kindergarten.
- c) In collaboration with the Educators, review assessments and intake information for new children entering the program.

- d) Ensure the environment of the classroom and care spaces are welcoming and inviting to Indigenous children and their families and reflects the role of the extended family in caring for Indigenous children.
- e) Ensure the children's play areas and toys promote healthy play and learning activities appropriate to age levels.
- f) Maintain an inventory of supplies for the classroom and care spaces, and ensure the supplies are replenished as needed.
- g) Ensure children are involved in the daily care, clean up and decoration of the classroom and care spaces as appropriate to their ages and abilities.
- h) Provide guidance and supervision to volunteers, students and parents participating in the program.
- i) Plan and implement classroom and care space activities to address group and individual learning needs.
- j) Complete weekly program and outdoor plans to be posted in the classroom and care spaces monthly.
- k) Encourage parent participation in the daily operation of the program.
- l) Administer, store and dispose of medications in accordance with the program's medication administration policy.
- m) Ensure the indoor and outdoor environments are safe and hygienic for children.
- n) Adhere to the regulations of the Child Care and Early Years Act at all times.
- o) Ensure compliance with child/staff ratios at all times.
- p) Ensure compliance with Fire Drill and Emergency Evacuation procedures.
- q) Ensure all health, medical and safety needs of the children are attended to and documented according to all Makonsag internal and external (applicable) policies.

## **2. Administrative / Program**

- a) Maintain daily attendance records.
- b) Maintain a daily record of all parent contacts.
- c) Keep administrative and family files/binders in an orderly, confidential manner.
- d) Complete "Incident/Injury Reports" as required in compliance with program policy and procedures.
- e) Maintain an inventory of supplies for the program; order and purchase program supplies as required.
- f) Maintain communication through daily log.
- g) Coordinate with team to invite speakers and community representatives/Elders to participate in classroom and care space activities as well as field trips as required.
- h) In coordination with Educators, determine the need for/plan for changes in daily activities due to weather and other factors.
- i) In coordination with the Teachers, coordinate the field trip activities as required.

- j) In coordination with the program team, ensure parents receive appropriate handouts/announcements; respond to parent inquiries and meet with parents concerning their children's progress as required.
- k) Welcome and orient parents and other visitors to the classroom and care spaces
- l) Ensure venues are booked for field trip activities as required.
- m) Operate, maintain and care for personal computer and peripherals for the efficient performance of duties.
- n) Stay informed of current resources and new approaches in the field.
- o) Monitor and assist each child's short and long term development through case coordination activities.
- p) Participate in the review and revisions of program support, health, policies, and individual education plans with the team and management
- q) Promote an atmosphere of caring, sharing, honesty and respect.

### **3. Organizational**

- a) Attend staff meetings, parent meetings, other meeting and/or professional development sessions as required.
- b) Assist in the planning and organization of the Makonsag Annual General Meeting (AGM).
- c) Comply with all Makonsag policies and procedures.
- d) Demonstrate solution-based problem-solving and effective conflict resolution.
- e) Demonstrate sensitivity to the needs of the children and families in the program.
- f) Participate in Employee Performance Review and Planning Guide.
- g) Participate in a team-based approach with colleagues at all times.

### **4. Children's Progress**

- a) Problem-solve and develop individual plans in coordination with the Educators, other staff and parents.
- b) Informally assess each child's physical, social, emotional and cognitive learning needs.
- c) Observe, monitor and track each child's individual progress and development in accordance with learning goals in the program.
- d) Maintain regular, ongoing contact with parents to inform them of their child's progress. Respond to parent inquiries on an ongoing basis regarding their child's progress or daily activities.
- e) In collaboration with all staff, help identify children who may have developmental delays and assist families in accessing professional services and/or formal.
- f) Participate in regular case consultations or conferencing as required.

### **5. Maintenance**

- a) Keep the storage room clean and organized by rotating toys on a weekly basis
- b) Ensure the toys, games and supplies are stored orderly, accessible and safe.

- c) Keep the outdoor play area and equipment safe by:
  - Clean and disinfect the playground equipment in the event of soiling by a child (or exceptionally phlegmy children).
  - Set up/clear outdoor toys on a daily basis and lock away in shed as appropriate when not in use.
  - Always keep the playground gate locked.
  - Clean/wipe the slide on a daily basis.
  - Other duties as assigned
- d) Keep our spaces and equipment clean, safe and orderly by:
  - Set up/take down classroom and care spaces for younger and afternoon sessions, as applicable for the blended program (with some half day students and some full day students); clear toys, books, craft supplies and artwork between classes; clear tables/chairs and clean/sanitize them between classes.
  - Inspect toys daily for breakage to ensure they are safe to use.
  - Assist cook with sanitation of all toys, as is applicable and required.

### **Qualifications & Requirements**

- Early Childhood Education (ECE) Diploma
- Registered and in good standing with the College of Early Childhood Educators
- Standard First Aid, including infant and child CPR
- Police record check (vulnerable sector)
- TB Test and Physical Examination (at hiring)
- HEP-B Vaccination recommended
- 2+ years demonstrated experience working in child care environment
- Knowledge of Indigenous culture and traditions
- Knowledge of and sensitivity to the needs of Indigenous children and families
- Experience and working knowledge of ELECT and the Child Care and Early Years Act
- Ability to respond effectively to crisis situations, Nonviolent Crisis Intervention training (CPI) an asset
- Proven ability to work in a collaborative team environment and communicate openly with team members, management and families
- Strong verbal and written communication skills
- Fluency or some knowledge of Indigenous language an asset
- Demonstrate initiative and flexibility, with the ability to adapt quickly to situations in a dynamic work environment
- Ability to function effectively in a high stress, high noise environment
- Ability to plan and implement learning activities based on curriculum
- Enthusiasm, flexibility, dedication and commitment to children and their learning

