

THE APPLE TREE PRESCHOOL -KING CAMPUS
JOB DESCRIPTION – EARLY CHILDHOOD EDUCATOR

Title:

Registered Early Childhood Educator; ECE

Reports to:

Lead ECE/ Asst Supervisor or Centre Supervisor

Job Summary:

The RECE collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, under the supervision of the Campus Supervisor; in accordance with the goals and curriculum plans of the centre and the philosophy and policies of the agency and in compliance with the CCEYA.

Principle Duties & Responsibilities:

Responsible for the constant supervision, safety and well being of the children
Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
Shares in the responsibility for planning, preparing and implementing stimulating, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development
Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
Establishes and maintains regular communication with parents
Ensures the program operates at all times in compliance with all childcare licensing standards
Must know and implement: Centre routines and practices; CCEYA regulations; the York Region Health Department guidelines.
Observes and records relevant information on each child's progress as required/as per Centre practices
Attends and participates actively in all program/centre, parental or other meetings as required
Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting
Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
Assists in the coordination and execution of regular fire drills and other emergency procedures
Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel
Participates in ongoing professional development and attends/maintains all mandatory training
Participates in the supervision, training and mentoring of students and supply teachers
Participates in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
Performs other duties as may be assigned from time to time by the Campus Supervisor or her/his designate

Qualifications:

Minimum:

Early Childhood Education diploma or provincially recognized equivalent.

Registered member of the College of Early Childhood Educators of Ontario in good standing

Valid Standard First Aid and Level "C" CPR.

Negative vulnerable sector check.