



Chippewas of RAMA
First Nation

EMPLOYMENT OPPORTUNITY

Job Code: **EDU271** Department: **Education** Date Posted: **10-Jul-18**
Job Title: **Registered ECE** Date Closed: **17-Jul-18**
Reports to: **Early Childhood Services Manager** (5:00 pm)

Responsible for the supervision/management of classroom/playroom by ensuring the safety and physical wellbeing of the children. Daily curriculum, evaluate the program effectiveness, communication with parents and other staff.

Qualifications: ***College – 1-3 years***

ECE Diploma

Active member in good standing with the Ontario College of Early Childhood Educators. Must have First Aid/CPR. Anishnaabemowin an asset.

Working with and care of children 6 months to 9 years old.

Responsibilities: ***SEE ATTACHED***

*****Successful applicant will be required to provide a Vulnerable Sector Screening Check
ONLY THOSE APPLICANTS QUALIFIED FOR AN INTERVIEW WILL BE CONTACTED***

Employment Classification: ***Contract with Full-Time hours to August 31, 2018***
Position Availability and Term: ***Approx. Start Date - July 2018***
Remuneration: ***\$18.57 per hour***

Contact: Charlene Benson, Human Resources Manager
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Key Job Functions:

Have up-to-date knowledge of the Child Care and Early Years Act and keep current.

Be registered and maintain registration with the College of Early Childhood Educators.

Abide by rules outlined in the Employee Handbook and the Child Care and Early Years Act.

Be clear on Serious Occurrences – what they are and how to report.

Obligated to report any suspected child abuse or mistreatment of a child or fear that child may be in need of protection.

Assist co-workers with ensuring that the playroom is in Ministry compliance with required fire drills and various playground inspections.

Assist co-workers with ensuring that the playroom is in compliance with health inspections.

Assist co-workers with ensuring that the playroom in compliance with the required monthly Health & Safety inspections.

Ensure that all direction provided by the Health & Safety rep or department is followed immediately.

Access community resources to enrich the programming offered to the children.

Be aware of room inventory.

Actively participate and assist with short and long term planning.

Maintain confidentiality.

Plan and implement well-coordinated field trips.

Plan and implement experiences which encourage understanding of a variety of cultures and value systems.

Plan and conduct a stimulating and effective curriculum to meet the overall needs of each child.

Plan, implement and evaluate the curriculum.

Promote anti-racist and non-sexist interactions and attitudes with the children throughout the centre.

Provide weekly program plans according to the Child Care and Early Years Act as well as monthly calendars that provide a wide variety of social, creative, emotional, intellectual and physical activities.

Provide a balance of indoor and outdoor activities, and active and quiet activities.

Organize space, equipment and materials prior to an activity.

Use a variety of teaching techniques including observing, questioning, demonstrating and reinforcing.

Provide experiences which promote individual self-expression in conversation, imaginative play and creativity.

Provide a variety of language stimulation activities.

Provide experiences that will involve thinking skills such as generalizing, classifying, sorting and problem solving.

Provide opportunities for creative expression through the mediums of art, dramatic play and music.

Provide a variety of opportunities to help children develop and understand appropriate relationships with others.

Provide for the health and safety needs of the children ensuring basic needs are met.

Provide constant supervision of the children in care.

Encourage children to make decisions by providing them with choices.

Ensure that child care routines are carried out in a manner that is prompt, hygienic and consistent with good child development principles – diapering, toileting, eating, napping and transitions between activities.

Show respect for each child's individual religious, cultural, family background and special needs.

Appreciate the differences and sensitivities of each child in care.

Set reasonable behavior expectations – keeping with the universal rules and guidelines.

Follow behavior management staff outline which focuses on building and teaching the child's skill, praise, role modelling, redirection, directing discussions and warnings before discipline steps are issued.

Ensure that direct engagement with the children through play is at the forefront of each day.

Greet and welcome all parents/guardians.

Ensure daily communication with all parent/guardians is constant, consistent and positive.

Conduct a daily health check of each child and get regular updates on allergies and special conditions.

Administer medication if required, following the administration form as filled out by the parents/guardians.

Maintain daily written records in the logbook and thought the children's daily sheets.

Assess the developmental level of the children in care.

Complete a developmental checklist on each child as they transition to the next playroom.

Fill out forms regarding injuries, incidents and ill health – report all incidents to reception and record in logbook.

Ensure that the physical layout, appearance and décor of the playrooms and parent areas are bright and welcoming.

Complete responsibilities for cleaning and sanitizing playroom, toys and equipment according to procedure.

Perform various housekeeping duties.

Participate in staff meetings.

Share information regarding operating procedures.

Be prepared to share information gained though attending workshops and training.

Form positive relationships with the children and families in care.

Work as a team member with all staff and parents/guardians.

Keep the manager and supervisor informed at all times.