

JOB TITLE:	Early Years Educator
JOB SUMMARY:	Under the direction of the Early Years Coordinator, provide quality programs for families following an inquiry based philosophy while promoting belonging, engagement, well-being and expression.
REPORTS TO:	Early Years Coordinator
SUPERVISION EXERCISED:	Students Volunteers

SKILLS/KNOWLEDGE

- Early Childhood Education Diploma or a combination of related training and experience may be considered
- Excellent verbal and written communication skills including the ability to communicate in a non-judgmental fashion
- Strong interpersonal skills combined with the ability to work in a collaborative way as part of a team
- Ability to work independently and maintain a professional attitude at all times
- Sound knowledge of child development and sensitivity to the needs of parents, caregivers and children
- Demonstrated commitment to personal and professional development
- Proven planning and organizational skills
- Knowledge of How Does Learning Happen?, Ontario's Pedagogy for the Early Years, including a clear understanding of the four foundations of Belonging; Engagement; Expression and Well-Being
- Knowledge of relevant community resources
- Knowledge of the Child Care and Early Years Act, 2014
- Working knowledge of Microsoft computer applications and operating systems
- Effective time management skills
- Current standard First Aid/CPR or willingness to obtain

ADDITIONAL REQUIREMENTS

- Ability to comply with the confidential nature of the position
- Willingness to work flexible hours
- Commitment to continual learning and open to change

- Valid Ontario driver's license and access to a vehicle
- Ability to travel to adjacent sites under the administration of Brass Bell Family Resource Centre
- Current vulnerable sector check
- Bilingualism designated for some positions

AREAS OF RESPONSIBILITY/DUTIES

- Have a clear understanding of the organization's philosophy and mandate and be able to articulate this to participants and community
- Ensure that the philosophy, goals and objectives of the organization are reflected in the services and programs provided
- Share responsibility for provision of early learning programming that is of high quality and based in current research
- Responsible to the Early Years Coordinator
- Responsible to the Board of Directors, as employees, for the daily operation of the Centre and to ensure the implementation of Centre policies
- Understand that the effective operation of a quality program relies on a co-operative, professional team
- Maintain a healthy and safe environment for participants and staff
- Integrate child development knowledge into early learning practices and activities
- Maintain flexibility as well as a professional attitude when interacting with children, parents, caregivers, students, other staff and visitors
- Ensure children have the opportunity to experience accomplishment, to flourish and to build a sense of self-worth
- Act as a positive role model to parents/caregivers for appropriate child/adult interaction and positive, consistent approaches to child guidance
- Provide nutritious, appealing snacks made from whole, unprocessed ingredients. Encourage children to taste and try foods. Recognize that snack time is considered a social and learning experience
- Allow the children to help prepare and serve their own snack, and use snack times to promote social interaction
- Understand that observation, expanding the learning, documentation and reflection are a vital part of an Early Years Educator's practice

- Treat all participants in program with dignity and respect
- Remain up to date on current research and trends in early child development related issues
- Take responsibility for maintenance of own skills and information development related to field
- Participate in ongoing evaluation of the program, keeping accurate, timely statistical records
- Ensure and maintain a safe, clean, and organized work environment including Centre(s) and related areas such as workspace, storage facilities, playgrounds etc.
- Share responsibility for assisting students with their placement duties as well as provide feedback when completing student evaluation forms

Take on additional responsibilities and/or special projects as required:

- May be required to provide relief in other programs in the Centre and within the scope of the Organization upon request
- Assist with special projects that the Organization undertakes or in which it participates as partner, in an effort to provide additional and enhanced services to the population served

STAFF RELATIONS

- Foster and encourage own and support other staff members' professionalism, teamwork and personal growth
- Participation in regular staff meetings as well as staff professional development opportunities

PARENT/COMMUNITY RELATIONS

- Promote agency policies and image in a positive way through any community contacts
- Encourage families to participate in the program
- Promote good working relations with school principal and staff