

# Municipality of Mississippi Mills

## Job description:

<b>DEPARTMENT</b>	Administration
<b>DIVISION</b>	Childcare Almonte Daycare Centre
<b>JOB TITLE</b>	ECE Teacher – Part time supply educator
<b>EMPLOYEE GROUP</b>	Non-Union
<b>SUPERVISOR</b>	Childcare Manager
<b>REVISION DATE</b>	Dec 15/2020

### POSITION SUMMARY AND SCOPE

The team of childcare Educators at Almonte Daycare centres are committed to providing quality care for young child through pedagogical practice and leadership, to ensure the best possible outcomes for childcare in our care.

To provide educational programming for one of the following age groups.

Infant: 8 weeks to 18 mths

Toddlers 18 mths -30 months

Preschool 30 months to 3.6 years

Kindergarten children 4 - 5

School Age children 6 – 12 years

### DUTIES AND RESPONSIBILITIES

- Works in collaboration with other educators to support learning for children within their cohort
- Ensures a safe and healthy play space for children through positive experiences
- Supports children’s learning, development health and well-being.
- Demonstrates planned curriculum that reflects the view that children are competent, capable, curious and rich in potential
- Ensures support plans (special needs) are established and followed (if necessary)
- Understands pedagogical leadership and the 4 foundations of “ How Does Learning Happen”.
- Demonstrates reflective practice and collaborative inquiry
- Provide inclusive learning environments, and experiences that encourage play, exploration and inquiry
- Demonstrates creative problem solving
- Demonstrates excellent role modeling for the young child

- Monitors children during outdoor activities and interacts with them to enhance their learning
- Serve meals, ( infant/toddler and preschoolers) and snacks
- Monitors eating and demonstrates healthy eating habits.
- Ensures the children are learning positive behaviors by providing guidance and direction
- Demonstrated commitment to ongoing professional development by engaging in continued learning. ( Community of Practice)
- Participates in quality assurance
- Participates in yearly performance appraisal
- Attends all staff meetings as required

### **Computer knowledge**

- Has working knowledge of computers/ipads, microsoft programs and internet

### **Parent interaction:**

- Maintains a professional working relationship with families
- Respects diversity, equity and inclusion
- Develops a sense of community and partnerships with families
- Communicates with parents through Hi Mamma program

### **Health and safety**

- Must adhere to health and safety standards and procedures as set out by the municipality.
- Completion of the health and safety training for workers, (under OHS)
- WHMIS -GHS training mandatory
- Ensures proper cleaning/disinfection protocol is followed
- Must wear protective PPEs at all times ( masks and face shields)

### **EDUCATIONAL REQUIRMENTS**

ECE or equivalent from an accredited College or University an asset

Registration in good standing with the College of ECE

Valid Standard first aid and CPR C *a must*

Immunization up to date

### **SKILLS AND COMPETENCIES**

- Thorough working knowledge of requirements imposed in the Childcare and Early Years Act, 2014.
- Demonstrate best practice in accordance with Early Childhood Education Quality Assurance Program and Program Statement mandated by the province.

- Effective written and oral communication
- Strong interpersonal Skills
- Working knowledge of Microsoft Office applications and specialized software applicable to the position.
- Effective planning and organizing skills
- Superior public relations and customer service skills
- Maintain a clean Vulnerable Sector Check and/or Attestation.
- Excellent behavior management skills
- Maintains confidentiality with sensitive material
- Ability to work effectively other team members
- Proven knowledge and experience with HDLH
- Adapts well to changing circumstances
- Demonstrates creativity and takes initiative
- Special needs training an asset

**EXPERIENCE:**

2 Years’ experience working with the young child an asset.

**WORKING RELATIONSHIPS**

<b>Internal</b>	Manager of childcare, Head Teacher, Childcare and School Staff
<b>External</b>	Parents and Families, External ministries and agencies, other professional organizations. Etc.

**SUPERVISOR/ MANAGEMENT**

The position does not have supervisory responsibilities.

Hours of work: as required

Additional Comments: Evening Meetings and overtime may be required.