



## Municipality of Mississippi Mills

### Job description:

<b>DEPARTMENT</b>	Administration
<b>DIVISION</b>	Childcare Almonte Daycare Centre
<b>JOB TITLE</b>	RECE
<b>EMPLOYEE GROUP</b>	Non-Union
<b>SUPERVISOR</b>	Childcare Manager/Head Teacher
<b>REVISION DATE</b>	March 2022

### POSITION SUMMARY AND SCOPE

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

To provide educational programming for children in various age groups as required.

### 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 snacks
- 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, HiMama , 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**

- Provide a satisfactory police vulnerable Sector check within the last 6 months
- 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 always wear protective PPEs (masks and face shields)

### **EDUCATIONAL REQUIREMENTS**

- ECE or equivalent from an accredited College or University an asset
- Registration in good standing with the College of ECE
- Provide a satisfactory Police Vulnerable Sector Check within the last 6 months. **mandatory**
- Valid Standard first aid and CPR C **mandatory**
- Immunization up to date (Booster) and COVID vaccination 2<sup>nd</sup> dose. **mandatory**

**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 guidance 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.  
Experience working with children with special needs 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: 30 – 40 hours a week.

Additional Comments: Evening meetings and overtime may be required.