



Municipality of Mississippi Mills

Job description:

DEPARTMENT	Childcare
DIVISION	Mississippi Mills Childcare Services
JOB TITLE	RECE
EMPLOYEE GROUP	Non-Union
SUPERVISOR	Director/Childcare Manager
REVISION DATE	March 6/2023

POSITION SUMMARY AND SCOPE

The team of Childcare Educators at Mississippi Mills Childcare Services 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 School age Before and after programs.

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 use protective PPEs when required

EDUCATIONAL REQUIRMENTS

- RECE or equivalent from an accredited College or University
- 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 2nd 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
- Food Handlers course an asset

EXPERIENCE:

2 Years’ experience working with school age children an asset.

Experience working with children with special needs /behavioural challenges an asset

WORKING RELATIONSHIPS

Internal	Manager of Childcare, Head Teacher, Childcare and School Staff
External	Parents and Families, External Ministries and agencies, other professional organizations. etc.

SUPERVISOR/ MANAGEMENT

The position does not have supervisory responsibilities.

Hours of work: Between 35 - 40 hours a week.

Additional Comments: Evening meetings and overtime may be required.

