

**OTTAWA CARLETON DISTRICT SCHOOL BOARD**  
**Job Description**

**CLASSIFICATION:** Early Childhood Educator (Early Learning Program)

**DATE PREPARED:** April 29, 2010

**Date revised:** December 16, 2010

**SUMMARY:**

Under the direction of the Principal, the Early Childhood Educator works with the classroom teacher to provide high quality and effective play-based education to support enhanced learning and cognitive, emotional and social development for Junior and Senior Kindergarten students in a full-day Early Learning Program. The Early Childhood Educator may also lead an extended program (before and/or after school) at designated sites, under the direction of the Manager of Early Learning.

**CHARACTERISTIC RESPONSIBILITIES:** (This is not an exhaustive list of duties to be performed.)

**A. The following responsibilities apply to all early childhood educators.**

1. Works collaboratively with the classroom teacher by:
  - a. participating in the planning and delivery of inclusive play-based learning and care programs for children which promote their well-being, emotional, social and cognitive development. Such activities include play-based learning activities, crafts, explorations around big ideas, celebrations; arranging for the set up of interest areas and preparing needed materials;
  - b. implementing the curriculum and addressing individual student's identified needs, stages of development or interests;
  - c. supporting a healthy physical, emotional and social learning environment;
  - d. assisting in classroom supervision; and taking responsibility for the care and safety of students when the teacher is out of the classroom;
  - e. supervising children during lunch breaks/nutrition breaks, rest periods or for other breaks; performing yard duty and/or bus duty;
  - f. assisting in developing self-help skills such as washing hands, dressing and toileting, as necessary;
  - g. guiding children during the program, applying appropriate behaviour management techniques and ensuring that their health and safety is protected at all times;
  - h. ensuring on-going communication with parents (or legal guardians) through regular contact regarding their child's progress;
  - i. assisting in the collection of data to enhance student learning;
  - k. ensuring any suspected child abuse is reported immediately to the Children's Aid Society, and informing the Principal/Program Manager as soon as possible;

- l. assisting in housekeeping tasks, including ensuring toys and activity areas are clean, disinfected and organized;
  - m. participating in parent/teacher interviews or professional development activities as requested by the Principal.
2. Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.
  3. Performs other related duties as may be assigned by the Principal or Program Manager/Supervisor, with respect to junior and senior kindergarten.

**B. The following responsibilities apply to early childhood educators leading an Extended Program**

Leads an extended program for kindergarten children by:

- a. planning and delivering inclusive play-based learning and care programs for children which promote their well-being, emotional, social and cognitive development. Such activities include play-based learning activities, crafts, explorations around big ideas, celebrations; arranging for the set up of interest areas and preparing needed materials;
- b. supervising and guiding children during the program, applying appropriate behaviour management techniques and ensuring that their health and safety is protected at all times;
- d. assisting in developing self-help skills such as washing hands, dressing and toileting, as necessary;
- e. ensuring on-going communication with parents (or legal guardians) through regular verbal contact regarding their child's progress;
- e. assisting in housekeeping tasks, including ensuring toys and activity areas are clean, disinfected and organized;
- f. maintaining attendance logs (sign in/sign out);
- g. maintaining a healthy and safe environment; administering and maintaining records of medication and first aid;
- h. keeping records and files such as registration, video and photograph release forms, snack schedules, protocols for dealing with life-threatening allergies, fire procedures;
- i. providing leadership and assign tasks to early learning assistants;
- j. liaising with school staff and act as a resource person to them;
- k. providing snacks; purchasing consumables and keeping accurate records for submission to the Program Manager/Supervisor;
- l. ensuring any suspected child abuse is reported immediately to the Children's Aid Society, and informing the Principal/Program Manager as soon as possible.

**SKILLS REQUIRED:**

A thorough understanding of early childhood development and knowledge of elementary school operations is required, as well as knowledge and understanding of applicable Board Policies and Procedures. The incumbent must have strong interpersonal and communication skills in order to deal with parents, staff, and students and has the ability to use tact and discretion; demonstrates sensitivity to individual needs of children in a multi-cultural environment; demonstrates initiative and creativity and adapts well to changing demands. Ability to work with minimum supervision, and must be able to work effectively and collaboratively in a team environment.

These skills would normally be acquired through completion of a two-year community college program in Early Childhood Education, or equivalent. Registration with the Ontario College of Early Childhood Educators is required. A minimum of one (1) year of related experience is required. Valid First Aid certification/CPR is required. Bilingualism (English and French) is an asset and may be required in certain locations offering French Immersion programs.

**EFFORT:**

Mental/visual/physical fatigue resulting from: Listening and problem solving skills required when dealing with students. Physical demands as a result of standing, bending, stooping; being aware of surroundings to ensure care of children.

**WORKING CONDITIONS:**

Adverse physical and social conditions include: dealing with demanding people; lack of privacy; exposure to communicable and infectious diseases.

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