SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

JOB DESCRIPTION

JOB TITLE: EARLY CHILDHOOD EDUCATOR

JOB CODE: NU21 VERSION 1.0

DEPARTMENT:

DATE APPROVED: September 1, 2010

DATE REVIEWED: November 25, 2021, May 8, 2024

Approved by: Natasha Folino, Assistant Superintendent of Education

Signature: Natasha Folino

Reporting Relationships

Position reports to: Principal
Supervised: n/a

Job Purpose

The Early Childhood Educator (ECE) will collaborate with the classroom teacher to plan and implement a full day Early Learning Program within a Catholic classroom setting. They will use strategies to support and deliver the Early Learning Program. The ECE will collaborate with the classroom team in the design of programs and environments which will enhance and support the children's cognitive, physical, social, emotional, and faith development.

Essential Qualifications

Education/Certification:

- Completion of a community college diploma in Early Childhood Education
- Current valid registration with the College of Early Childhood Educators (CECE)
- A Catholic Priest Reference Form and Faith Reference Portfolio
- Ministry of Labour Worker Health and Safety Awareness in 4 Steps training certificate

Required Knowledge:

- Basic knowledge of Ministry of Education Kindergarten Program, Catholic faith development and related legislation
- Strong knowledge of child development and planning and implementing early learning programs

Experience Required:
Not essential

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Skills/Abilities:

- Excellent collaboration skills with proven ability to work as an effective team member;
- Proficient communication skills both verbal and written with the ability to communicate in a sensitive, courteous manner with children, families, staff, and community partners;
- High level of patience and care for student social and emotional well-being;
- Strong classroom management skills and the ability to collaborate with the classroom teacher to develop and support classroom structures and routines;
- Understanding of child development and the ability to support student growth in the areas of self-regulation, emotional regulation, problem solving and activities of daily living;
- Ability to support the classroom teacher in planning student learning opportunities rooted in an inquiry stance and play-based environment;
- Strong organizational and time management skills and ability to meet deadlines;
- Ability to recognize individual learning styles, support diverse learning needs including students with exceptionalities and support in the planning for differentiated learning opportunities based on the unique characteristics of each learner;
- Understanding of effective pedagogical documentation and assessment to support instructional program planning;
- Discretion and ability to maintain confidentiality;
- Effective problem solving, critical thinking, and decision-making skills;
- Working knowledge of technology and relevant software programs;
- To be considered for any French Immersion positions, bilingualism in French and English is required; and
- Ability to provide regular attendance.

Physical Requirements:

- Manual dexterity required to use computer and peripherals
- Ability to stand/walk for extended periods and move/carry equipment for program (up to 10 pounds), and must be able to physically assist children as required (e.g. lifting)

Preferred Qualifications:

- One year of related experience in a childcare or educational setting
- Ability to speak, read, and write in French (required for French Immersion positions)
- Current First Aid certification and CPR certification is an asset
- Understanding of Applied Behaviour Analysis (ABA) principles is an asset

Duties and Responsibilities:

In partnership with the classroom teacher…

- Implement and plan developmentally appropriate activities to build skills in literacy, numeracy and cognition through large and small group activities such as outlined in The Ontario Kindergarten Program
- Support planning and provide Catholic education to address children's identified needs, stages of development and interests and support faith initiatives
- Implement daily learning opportunities and activities for students based on the curriculum, including play and instructional activities,
- Support the development of positive social and emotional experiences to strengthen social

skills, self-regulation skills, problem solving and cooperation within the Catholic community
- Assist with the set-up of an age and developmentally appropriate classroom enabling activities to build skills in literacy, numeracy and cognition through large and small group activities such as outlined in the Catholic Kindergarten program (e.g. display, organization of materials, etc.)
- Maintain a healthy and safe physical, emotional, and social learning environment
- Show genuine care and respect when assisting students with personal needs such as feeding, dressing and toileting
- Develop and implement programming to meet the diverse needs of all students
- Collaborate with the classroom teacher to interact with families through interviews, meetings and frequent notes, as required. Support classroom teacher with on-going communication with families (when appropriate).
- Organize and supervise children on field trips and during recess
- Maintain the classroom in an orderly manner
- Ensure confidentiality of privileged information

Administration/Documentation and Reporting
- Maintain all appropriate records for students (e.g. health, attendance log, etc.)
- Observe, monitor and assess the development of pupils and document student progress in communication books, education plans, agenda and related materials
- Prepare a variety of materials and educational aids
- Keep records of behavioural or emotional concerns (e.g. using ABC charts)
- Collaborate with teachers, educational assistants, community partners and school administration

Other
- Report suspected need for protection of children directly to the Children's Aid Society (CAS)
- Attend staff meetings, appropriate school-level meetings and professional development activities
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children
- Perform other duties as assigned by the Principal with respect to Kindergarten programming
- Other related duties, as assigned by the Principal

Health and Safety
- Always practice safe work procedures
- Ensure health and safety of students at all times
- Report unsafe conditions as soon as possible
- Properly wear any protective equipment that the job requires

Special Working Conditions
- Variable hours of work to accommodate the Extended Day Program
- May be exposed to body fluids and waste