

Job Description

JOB TITLE	Early Childhood Educator (Kindergarten)
JOB LEVEL	E
DEPARTMENT	Learning Support Services
SUPERVISOR	Elementary School Principal

POSITION SUMMARY

The Early Childhood Educator partners with the classroom teacher to plan and implement a safe, play-based learning environment that promotes the physical, social, emotional, and cognitive development of all children.

DUTIES AND RESPONSIBILITIES

- Demonstrate knowledge of and actively implement the Ministry of Education's *The Kindergarten Program, 2016* and *Growing Success: The Kindergarten Addendum* documents.
- Engage in supportive and respectful interactions with children to ensure they feel a sense of security and belonging.
- Support children in developing coping skills, regulating their behaviour and interacting positively with others.
- Actively participates in all aspects of a child's hygiene needs, directly or indirectly, as required, as part of the educator team. This includes, but is not limited to, assisting children with self-regulation in relation to their ability to toilet. Assisting children through the process of cleanliness when they have encountered a toileting and/or other hygiene related incident.
- Respecting and maintaining the child's dignity by ensuring the child is assisted in a respectful manner and establishing routines for each child as a means to help children with self-regulation in relation to hygiene
- Respect diversity through equitable and inclusive practices. Exercise receptive listening and offer encouragement and support by responding appropriately to the uniqueness of individuals and groups of children; identify appropriate strategies, access the necessary resources and co-design the program to ensure full participation of all children, taking into account ability, cultural and linguistic diversity and Indigenous identity. Support, encourage and work collaboratively with colleagues.
- Work to build effective relationships with colleagues by using a variety of communication methods and strategies, applying interpersonal skills, respecting privacy and confidentiality, and establishing appropriate boundaries.
- Collaborate with the teacher and children to co-plan and implement a child-centred and play-based learning program.
- Provide children with opportunities for engagement, exploration and expression.
- Document children's learning experiences in order to reflect upon and assess children's growth and the program.
- Use pedagogical documentation to make thinking and learning visible, to develop a shared understanding with the children of what they are learning, where they are in their learning, and where they are going next.

- Use appropriate and effective communication methods and strategies to share information with families regarding the development and learning of the children. Contribute to the “Communication of Learning” by collaborating with the teacher.
- Collaborate with families and colleagues, including community partners and members of other professions, to access resources and expertise. Facilitate community partnerships for the benefit of children and families, including before and after school programs, child care centres, and child and family centres.
- Ensure that communications with children, families and colleagues are professional and that use of technology and social media is consistent with professional boundaries and Board expectations.
- Observe and monitor the learning environment and take responsibility to avoid exposing children to harmful or unsafe situations.
- Obtain and familiarize themselves with available information concerning children’s relevant medical conditions, special needs, disabilities, allergies, medication requirements and emergency contact information.
- Provide safe and appropriate supervision of children. Supervision outside of the primary division during nutritional/recess breaks, as required, based upon school needs.
- Consider how the environments affect children through daily care routines and transitions including meal times and snacks, personal care, sleep or rest time.
- Mentor early childhood education students as requested.
- Participate in school-wide activities, including attending staff meetings and meet the educators events.
- Other duties as assigned by the Administrator.

EDUCATION

Completion of a two year community college diploma in Early Childhood Education, or equivalent, and registration with the Ontario College of Early Childhood Educators.

EXPERIENCE

Minimum one year previous related work experience.