

**[Insert Name of Organization here]**  
**Early Childhood Educator Job Description**

**JOB CLASS:** Early Childhood Educator

**JOB TITLE:** Early Childhood Educator (*insert Level, Certification and/or Registration*)

**LOCATION:** (*insert program type and location*)

**REPORTS TO:** (*insert title of contact personnel*)

**SUMMARY:**

Early Childhood Educators (ECEs) provide nurturing care in cooperation with families, colleagues, and communities, by offering an inclusive and responsive, high quality, early learning environment that is developmentally appropriate, safe, and meets the needs of the children in our care. ECEs follow requirements of all municipal, provincial and federal regulations; follow policies and procedures identified in the Child Care and Early Years Act (CCEYA); and follow the policies and procedures of [name of organization].

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of [name of organization] and the mandate of the [name of program].
- To provide a dynamic, high quality, inclusive, child care program in a group setting that meets diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of all children in our care.

**RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO:**

- Plans, develops, and implements an inclusive, play-based, developmentally appropriate program for the children that is responsive to cultural diversity and reflects childrens' interests.
- Identifies appropriate strategies, accesses resources and designs curriculum to ensure full participation of all children, considering ability, cultural and linguistic diversity and Indigenous identity.
- Provides all children with opportunities for engagement, exploration and expression.
- Provides supervision of children; implements program plans daily based on the child's interest; prepares appropriate materials and equipment and sets up areas for planned activities; Applies knowledge and implementation of current pedagogy (e.g. How Does Learning Happen and 4 Foundations).
- Demonstrates knowledge of early learning theories and strategies that support development and positive interactions with children and families. Demonstrates creativity and innovation in the time spent with the children.
- Engages in supportive and respectful interactions with children to ensure they feel a sense of security and belonging. Provides a welcoming and nurturing environment by

demonstrating ongoing affection, acceptance and support of each child and their unique needs; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, counselling, mediating, observing, questioning, demonstrating and Reinforcing.

- Supports children in developing coping skills, regulating their behavior and interacting positively with others. Recognizes all children's capacity to self-regulate and their right to be supported to develop these skills. Works with colleagues to embed early intervention strategies into the program and environment.
- Leads and /or participate in assessment meetings for children with special needs with Program Coordinator and/or other community professionals; makes recommendations to adapt programs as necessary.
- Respects confidentiality and builds collaborative, positive relationships with families, colleagues, and students . Supports, mentors, coaches and encourages colleagues and students. Uses a variety of communication methods and applies effective interpersonal skills.
- Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; conducts parent/guardian meetings, case conferences as required. Collaborates with families to access information and resources to make informed decisions about their child. Advocates for children and families in partnership with families and colleagues.
- Designs or modifies indoor and outdoor learning environments to support children's self-regulation, independence, reasonable risk-taking, meaningful exploration and positive interactions. Accesses the necessary resources and designs the environment to ensure safety and inclusion for all children.
- Demonstrates knowledge of child development and application about methods of observation, documentation, and assessment to support individual and group learning. Documents children's learning experiences to reflect upon and assess children's growth and the curriculum. Uses documentation and critical reflection to enhance the program and consider new ideas and approaches.
- Works in accordance with Occupational Health and Safety Standards.
- Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field.

## **QUALIFICATIONS**

- *[Level, Certification and/or Registration and standing with governing Certification/Registration body]*
- Early Childhood Education diploma or degree from a recognized College or University or other equivalent educational qualifications
- Minimum of *[insert years of experience]* working with children in a group care setting
- Proven ability to work independently and closely with other educators and caregivers

*National Network on ELCC Human Resources Innovation and Decent Work*

*Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.*

- Respect and understanding for individual and cultural differences with a commitment to social inclusion
- Well developed skills in areas such as leadership, communication, organization, assessment and team work
- Negative Vulnerable Sector Check
- Valid Standard First Aid and CPR level C
- *[Additional certifications required and/or considered an asset. Ex. Food Handlers Certificate, Driver's Licence, etc]*
- Adequate energy level and ability to meet the physical demands of the job. Job requires frequent lifting up to 20 lbs; bending, kneeling, crouching
- Able and available to work shifts between *[insert time of program operations from open-close, including any expected hours of work before and/or after for programming, set up or other paid duties outside of program time]*
- *[Language requirements and/or assets of second language]*