

**[Insert Name of Organization here]**  
**Supply Educator Job Description**

**JOB CLASS:** Supply

**JOB TITLE:** Supply Educator (*insert Level and/or Certification*)

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

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

**SUMMARY:**

Supply Educators support the Early Childhood Educator (ECE) and/or the Assistant ECE in providing nurturing care and developmentally appropriate education to meet the needs of children within a safe and healthy environment in cooperation with colleagues in the absence of customary early childhood educators or assistant early childhood educators.

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of [name of organization] and the mandate of our Child Care Program.
- To support and assist the ECE's and assistant ECE's in providing a high quality child care program in a group setting that meets the diverse needs and promotes optimum physical, social, cognitive and intellectual development of the children in our care.

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

- Meets children's needs for continuance of care, routines and education in the absence of regular caregiver; reassures children as needed; receives instruction from ECE and ECE Assistant to carry out planned activities.
- Implements program plans and helps set up areas for planned activities/learning experiences as directed by the ECE or Assistant ECE; provides a welcoming and nurturing environment through displaying affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviours and skills through modelling, mediating, questioning, demonstrating and reinforcing.
- Observes and ensures the safety of the children at all times and advises ECE or ECE Assistant of concerns.
- Attends to the physical needs of children; instructs and assists in washing, dressing, toileting, and eating to develop self-help skills; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately.

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*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.*

- Assists in maintaining a healthy and safe environment; reports accidents/ incidents to ECE; observes and reports on illness or health conditions; monitors location for health and safety hazards.
- Greets families and children in a positive manner.
- Other related duties may be assigned by Early Childhood Educator, ECE Assistant or Program Coordinator.
- Works in accordance with Occupational Health and Safety Standards.

## **QUALIFICATIONS**

- Accumulation of at least three months of experience caring for children
- Verbal communication skills
- Clear Vulnerable Sector check – current in last 6 months
- Current Standard First Aid and CPR certificate
- Experience working with others in a team environment
- The position requires frequent light to medium physical effort (lifting up to 20 kg or 44 lbs) bending, kneeling, and crouching
- Must be able to work outdoors for at least two (2) hours per day year - including during cold, snow, rain, hot and humid weather
- 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*]
- Sensitivity and respect for individual and cultural differences
- Experience working with children with special needs is an asset
- [*Language requirements and/or assets of second language*]
- Early Childhood Education diploma or degree from a recognized College or University or other equivalent educational qualifications is an asset