

**ANDREW FLECK CHILDREN'S SERVICES**  
**JOB DESCRIPTION**

**JOB CLASS:** Registered Early Childhood Educator (RECE)

**JOB TITLE:** Registered Early Childhood Educator (RECE)

**LOCATION:** LICENSED GROUP CHILD CARE PROGRAMS

**REPORTS TO:** Program Coordinator

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**SUMMARY:**

RECEs provide nurturing care in cooperation with parents, colleagues, and community professionals, by offering an inclusive and responsive, high quality, early learning environment that is developmentally appropriate, safe, and meets the needs of the children in their care. RECEs 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 Andrew Fleck Children's Services.

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of AFCS and the mandate of the Licensed Group Child Care Program.
- To provide a 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 the children in care.

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

1. Plans, develops, and implements an inclusive, play-based, developmentally appropriate program for the children that is responsive to cultural diversity and reflects children's interests. Identifies appropriate strategies, accesses the necessary 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. Designs the daily program to allow for appropriate amounts of uninterrupted inquiry and play-based learning in indoor and outdoor environments. Participates and leads short and long-term planning and evaluation activities for their programs
2. Provides supervision of the 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 on 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.

3. 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.
4. 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.
5. 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.
6. Guides and supports ECE Assistants ,Supply Educators, and Program Assistant in program activities.
7. Plans and prepares snack menus for children in kinder and school age program
8. 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.
9. 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.
10. 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.
11. 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.

12. Ensures the ongoing administration and coordination of the program's activities; records attendance; adjusts schedule to ensure staff ratios are maintained; arranges replacement as required; participates in agency activities and committee meetings and consults with community professionals; monitors and reports on needed supplies; keeps Program Coordinator advised of pertinent information.
13. Works in accordance with Ontario Occupational Health and Safety Standards. Maintains a healthy and safe environment; administers and maintains records of medication and first aid; records and reports accidents and serious occurrences; operates and ensures safety of all equipment including special needs equipment as required; monitors children's health, records and reports on illness and special health conditions; cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; monitors location for health and safety hazards; opens and secures facility.
14. Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field.

## **QUALIFICATIONS**

- RECE in good standing
- Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications
- Registration with the College of Early Childhood Educators
- Minimum of 2 years of experience working with children in a group setting
- Proven ability to work closely with other team members
- Must be able to work outdoors for at least two (2) hours per day year – including during cold, snow, rain, hot and humid weather
- Sensitivity and respect for individual and cultural differences
- Commitment to social inclusion
- Well developed skills in areas such as leadership, communication, organization, assessment and team work.
- Adequate energy level and ability to meet the physical demands of the job. Job requires frequent lifting up to 20 lbs. as well as bending, kneeling, crouching.
- Negative Vulnerable Sector Check
- Valid Standard First Aid and CPR level C
- Food Handler Certificate as required
- Able to work shifts between 7 a.m. and 6 p.m.
- An additional language would be an asset.