



HR Shared Services Project

Child Care Sector Job Framework

Title / Tasks and Outcomes	Child Care Worker (untrained)	Child Care Worker Level I	Early Childhood Educator Level II (Diploma) Level III (Degree)
General Accountability	<p>The Child Care Worker (untrained) is an entry level position responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of four (4) months and twelve (12) years.</p> <p>The Child Care Worker (untrained) uses Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.</p>	<p>The Child Care Worker (Level 1) is responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of four (4) months and twelve (12) years.</p> <p>The Child Care Worker (Level 1) uses Centre philosophy, programs and policies to maintain and enhance a standard of excellence that contributes to the Centre's reputation for excellence.</p>	<p>The Early Childhood Educator II or III is responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of four (4) months and twelve (12) years.</p> <p>The Early Childhood Educator II or III uses Centre philosophy, programs and policies to maintain and enhance a standard of excellence that contributes to the Centre's reputation for excellence.</p>
Child Development and Care	<ul style="list-style-type: none"> • Facilitate the development and behaviour of children <ul style="list-style-type: none"> ○ Uses a variety of observation and documentation techniques ○ Facilitate cognitive, language, social, emotional, creative and physical development of children ○ Facilitate acceptance of diversity • Develop, implement and evaluate programs <ul style="list-style-type: none"> ○ Research a variety of curriculum models ○ Implement an inclusion policy 	<ul style="list-style-type: none"> • Facilitate the development and behaviour of children <ul style="list-style-type: none"> ○ Uses a variety of observation and documentation techniques ○ Facilitate cognitive, language, social, emotional, creative and physical development of children ○ Facilitate acceptance of diversity • Develop, implement and evaluate programs <ul style="list-style-type: none"> ○ Research a variety of curriculum models ○ Implement an inclusion policy 	<ul style="list-style-type: none"> • Facilitate the development and behaviour of children <ul style="list-style-type: none"> ○ Uses a variety of observation and documentation techniques ○ Facilitate cognitive, language, social, emotional, creative and physical development of children ○ Facilitate acceptance of diversity • Develop, implement and evaluate programs <ul style="list-style-type: none"> ○ Research a variety of curriculum models ○ Implement an inclusion policy

	<ul style="list-style-type: none"> ○ Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required ○ Modify environment to ensure accessibility ● Support the holistic development of all children <ul style="list-style-type: none"> ○ Build meaningful relationships with the children ○ Identify and expand upon learning opportunities (teachable moments) ○ Identify and support individual learning and development, diversity, equity and inclusion ○ Maintain documentation of child's development ● Meet health, welfare and safety needs <ul style="list-style-type: none"> ○ Accommodate for children's allergies ○ Administer medication and/or procedures ○ Implement preventative health and safety measures ○ Develop and implement safe travelling practices ○ Provide first aid and CPR ○ Implement emergency and evacuation plans and security procedures and review safety-related issues ○ Follow safe toileting and diapering procedures ○ Identify and report suspected cases of child abuse and neglect ○ Promote a healthy lifestyle ○ Promote environmentally sound practices ○ Actively supervise children at all times, including during outings and field trips 	<ul style="list-style-type: none"> ○ Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required ○ Modify environment to ensure accessibility ● Support the holistic development of all children <ul style="list-style-type: none"> ○ Build meaningful relationships with the children ○ Identify and expand upon learning opportunities (teachable moments) ○ Identify and support individual learning and development, diversity, equity and inclusion ○ Maintain documentation of child's development ● Meet health, welfare and safety needs <ul style="list-style-type: none"> ○ Accommodate for children's allergies ○ Administer medication and/or procedures ○ Implement preventative health and safety measures ○ Develop and implement safe travelling practices ○ Provide first aid and CPR ○ Implement emergency and evacuation plans and security procedures and review safety-related issues ○ Follow safe toileting and diapering procedures ○ Identify and report suspected cases of child abuse and neglect ○ Promote a healthy lifestyle ○ Promote environmentally sound practices ○ Actively supervise children at all times, including during outings and field trips 	<ul style="list-style-type: none"> ○ Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required ○ Modify environment to ensure accessibility ● Support the holistic development of all children <ul style="list-style-type: none"> ○ Build meaningful relationships with the children ○ Identify and expand upon learning opportunities (teachable moments) ○ Identify and support individual learning and development, diversity, equity and inclusion ○ Maintain documentation of child's development ● Meet health, welfare and safety needs <ul style="list-style-type: none"> ○ Accommodate for children's allergies ○ Administer medication and/or procedures ○ Implement preventative health and safety measures ○ Develop and implement safe travelling practices ○ Provide first aid and CPR ○ Implement emergency and evacuation plans and security procedures and review safety-related issues ○ Follow safe toileting and diapering procedures ○ Identify and report suspected cases of child abuse and neglect ○ Promote a healthy lifestyle ○ Promote environmentally sound practices ○ Actively supervise children at all times, including during outings and field trips
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	<ul style="list-style-type: none"> • Meet nutritional needs <ul style="list-style-type: none"> ○ Plan and provide nutritious meals and snacks ○ Prepare and provide infant nutrition ○ Promote healthy eating ○ Accommodate for special nutritional requirements • Guide children’s behaviour <ul style="list-style-type: none"> ○ Establish with colleagues an environment to foster positive behaviour in the program ○ Guide and observe children ○ Implement positive behaviour guidance ○ Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills ○ Use and promote active listening skills ○ Use natural or logical consequences ○ Protect children from physical and emotional harm 	<ul style="list-style-type: none"> • Meet nutritional needs <ul style="list-style-type: none"> ○ Plan and provide nutritious meals and snacks ○ Prepare and provide infant nutrition ○ Promote healthy eating ○ Accommodate for special nutritional requirements • Guide children’s behaviour <ul style="list-style-type: none"> ○ Establish with colleagues an environment to foster positive behaviour in the program ○ Guide and observe children ○ Implement positive behaviour guidance ○ Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills ○ Use and promote active listening skills ○ Use natural or logical consequences ○ Protect children from physical and emotional harm 	<ul style="list-style-type: none"> • Meet nutritional needs <ul style="list-style-type: none"> ○ Plan and provide nutritious meals and snacks ○ Prepare and provide infant nutrition ○ Promote healthy eating ○ Accommodate for special nutritional requirements • Guide children’s behaviour <ul style="list-style-type: none"> ○ Establish with colleagues an environment to foster positive behaviour in the program ○ Guide and observe children ○ Implement positive behaviour guidance ○ Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills ○ Use and promote active listening skills ○ Use natural or logical consequences ○ Protect children from physical and emotional harm
Equipment and Facilities	<ul style="list-style-type: none"> • Develop and maintain a safe environment <ul style="list-style-type: none"> ○ Check for physical hazards ○ Maintain and implement safety standards and protocols ○ Use developmentally appropriate equipment ○ Adapt programming and equipment to unique settings and situations • Operate and maintain facilities <ul style="list-style-type: none"> ○ Maintain equipment, materials and furnishings ○ Maintain indoor and outdoor physical environment ○ Monitor cleanliness and sanitation of all areas used by children 	<ul style="list-style-type: none"> • Develop and maintain a safe environment <ul style="list-style-type: none"> ○ Check for physical hazards ○ Maintain and implement safety standards and protocols ○ Use developmentally appropriate equipment ○ Adapt programming and equipment to unique settings and situations • Operate and maintain facilities <ul style="list-style-type: none"> ○ Maintain equipment, materials and furnishings ○ Maintain indoor and outdoor physical environment ○ Monitor cleanliness and sanitation of all areas used by children 	<ul style="list-style-type: none"> • Develop and maintain a safe environment <ul style="list-style-type: none"> ○ Check for physical hazards ○ Maintain and implement safety standards and protocols ○ Use developmentally appropriate equipment ○ Adapt programming and equipment to unique settings and situations • Operate and maintain facilities <ul style="list-style-type: none"> ○ Maintain equipment, materials and furnishings ○ Maintain indoor and outdoor physical environment ○ Monitor cleanliness and sanitation of all areas used by children

<p>Family and Community Relations</p>	<ul style="list-style-type: none"> • Form collaborative partnerships with families <ul style="list-style-type: none"> ○ Build and maintain meaningful relationships with families ○ Orient families to programs ○ Communicates and collaborates with parents ○ Provide family resources • Use community resources <ul style="list-style-type: none"> ○ Access and engage community resources, facilities and services ○ Raise awareness of community events ○ Involve volunteers • Advocate for children and families <ul style="list-style-type: none"> ○ Make connections between families and resources ○ Respect the rights of the child • Provide an inclusive environment <ul style="list-style-type: none"> ○ Collaborate with parents to identify strengths, needs and interests of the child ○ Collaboratively develop and implement inclusion plans with other professionals and parents 	<ul style="list-style-type: none"> • Form collaborative partnerships with families <ul style="list-style-type: none"> ○ Build and maintain meaningful relationships with families ○ Orient families to programs ○ Communicates and collaborates with parents ○ Provide family resources • Use community resources <ul style="list-style-type: none"> ○ Access and engage community resources, facilities and services ○ Raise awareness of community events ○ Involve volunteers • Advocate for children and families <ul style="list-style-type: none"> ○ Make connections between families and resources ○ Respect the rights of the child • Provide an inclusive environment <ul style="list-style-type: none"> ○ Collaborate with parents to identify strengths, needs and interests of the child ○ Collaboratively develop and implement inclusion plans with other professionals and parents 	<ul style="list-style-type: none"> • Form collaborative partnerships with families <ul style="list-style-type: none"> ○ Build and maintain meaningful relationships with families ○ Orient families to programs ○ Communicates and collaborates with parents ○ Provide family resources • Use community resources <ul style="list-style-type: none"> ○ Access and engage community resources, facilities and services ○ Raise awareness of community events ○ Involve volunteers • Advocate for children and families <ul style="list-style-type: none"> ○ Make connections between families and resources ○ Respect the rights of the child • Provide an inclusive environment <ul style="list-style-type: none"> ○ Collaborate with parents to identify strengths, needs and interests of the child ○ Collaboratively develop and implement inclusion plans with other professionals and parents
<p>Record Keeping</p>	<ul style="list-style-type: none"> • Maintain records for legislation and regulations <ul style="list-style-type: none"> ○ Record daily and monthly attendance ○ Record and report accidents, incidents and occurrences as required ○ Record cleaning procedures ○ Prepare record of ill health ○ Record medical procedures and the administration of medication ○ Maintain up-to-date children’s records ○ Record facility maintenance and safety checks ○ Complete child’s daily log for parents 	<ul style="list-style-type: none"> • Maintain records for legislation and regulations <ul style="list-style-type: none"> ○ Record daily and monthly attendance ○ Record and report accidents, incidents and occurrences as required ○ Record cleaning procedures ○ Prepare record of ill health ○ Record medical procedures and the administration of medication ○ Maintain up-to-date children’s records ○ Record facility maintenance and safety checks ○ Complete child’s daily log for parents 	<ul style="list-style-type: none"> • Maintain records for legislation and regulations <ul style="list-style-type: none"> ○ Record daily and monthly attendance ○ Record and report accidents, incidents and occurrences as required ○ Record cleaning procedures ○ Prepare record of ill health ○ Record medical procedures and the administration of medication ○ Maintain up-to-date children’s records ○ Record facility maintenance and safety checks ○ Complete child’s daily log for parents

	<ul style="list-style-type: none"> ○ Complete daily program log book/record 	<ul style="list-style-type: none"> ○ Complete daily program log book/record 	<ul style="list-style-type: none"> ○ Complete daily program log book/record
Professional Relationships	<ul style="list-style-type: none"> ● Work as a member of a team <ul style="list-style-type: none"> ○ Create partnerships with colleagues ○ Participate in meetings ○ Liaise with stakeholders ○ Demonstrate leadership ○ Follow policies and procedures 	<ul style="list-style-type: none"> ● Work as a member of a team <ul style="list-style-type: none"> ○ Create partnerships with colleagues ○ Participate in meetings ○ Liaise with stakeholders ○ Demonstrate leadership ○ Follow policies and procedures 	<ul style="list-style-type: none"> ● Work as a member of a team <ul style="list-style-type: none"> ○ Create partnerships with colleagues ○ Participate in meetings ○ Liaise with stakeholders ○ Demonstrate leadership ○ Follow policies and procedures ● Mentor others <ul style="list-style-type: none"> ○ Support and guide colleagues and students ○ Act as a resource
Personal and Professional Development	<ul style="list-style-type: none"> ● Conducts self professionally <ul style="list-style-type: none"> ○ Maintains professionalism ○ Follows policies and procedures and uses a code of ethics to guide practice ○ Maintains confidentiality ○ Maintain required professional certifications and/or registrations ○ Keeps up to date with legislative requirements ● Maintains a work/life balance <ul style="list-style-type: none"> ○ Engage in ongoing self-assessment ○ Maintain physical and mental well-being ● Participates in professional development <ul style="list-style-type: none"> ○ Develop and implement a professional development plan ○ Evaluate progress based on the professional development plan ○ Participate in professional workshops, courses and ongoing learning ○ Network with peers ● Advocate for the profession <ul style="list-style-type: none"> ○ Participate in professional organizations ○ Promote the profession 	<ul style="list-style-type: none"> ● Conducts self professionally <ul style="list-style-type: none"> ○ Maintains professionalism ○ Follows policies and procedures and uses a code of ethics to guide practice ○ Maintains confidentiality ○ Maintain required professional certifications and/or registrations ○ Keeps up to date with legislative requirements ● Maintains a work/life balance <ul style="list-style-type: none"> ○ Engage in ongoing self-assessment ○ Maintain physical and mental well-being ● Participates in professional development <ul style="list-style-type: none"> ○ Develop and implement a professional development plan ○ Evaluate progress based on the professional development plan ○ Participate in professional workshops, courses and ongoing learning ○ Network with peers ● Advocate for the profession <ul style="list-style-type: none"> ○ Participate in professional organizations ○ Promote the profession 	<ul style="list-style-type: none"> ● Conducts self professionally <ul style="list-style-type: none"> ○ Maintains professionalism ○ Follows policies and procedures and uses a code of ethics to guide practice ○ Maintains confidentiality ○ Maintain required professional certifications and/or registrations ○ Keeps up to date with legislative requirements ● Maintains a work/life balance <ul style="list-style-type: none"> ○ Engage in ongoing self-assessment ○ Maintain physical and mental well-being ● Participates in professional development <ul style="list-style-type: none"> ○ Develop and implement a professional development plan ○ Evaluate progress based on the professional development plan ○ Participate in professional workshops, courses and ongoing learning ○ Network with peers ● Advocate for the profession <ul style="list-style-type: none"> ○ Participate in professional organizations ○ Promote the profession

Education Qualifications and Professional Certification	<ul style="list-style-type: none"> • Grade 12 or equivalent through the General Education Development program • Must successfully complete the Nova Scotia Department of Community Services orientation program within the first year of employment • Must be at least sixteen (16) years old • Current First Aid and CPR Certificate • Child Abuse Registry Check (for any person over the age of 13) • Criminal Record Check (for any person who is over the age of 18) 	<ul style="list-style-type: none"> • Grade 12 or equivalent through the General Education Development program • Current Level I certification from the Department of Community Services • Must be at least sixteen (16) years old • Current First Aid and CPR Certificate • Child Abuse Registry Check (for any person over the age of 13) • Criminal Record Check (for any person who is over the age of 18) 	<ul style="list-style-type: none"> • Grade 12 or equivalent through the General Education Development program • ECE Level II - Completion of a diploma program in Early Childhood Education • ECE Level III - Completion of a bachelor degree program in Early Childhood Education • Must be at least sixteen (16) years old • Current First Aid and CPR Certificate • Child Abuse Registry Check (for any person over the age of 13) • Criminal Record Check (for any person who is over the age of 18)
Experience	<ul style="list-style-type: none"> • Minimum of one (1) year of demonstrated proficiency in child care standards of practice in a licensed child care setting or other acceptable equivalent experience 	<ul style="list-style-type: none"> • Minimum of three (3) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting 	<ul style="list-style-type: none"> • Minimum of four (4) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting
Specialized Knowledge	<ul style="list-style-type: none"> • Promotes ethical practices and attitudes of the Nova Scotia Child Care Association • Understands and applies relevant legislation which includes, but is not limited to, the following: <ul style="list-style-type: none"> ○ Nova Scotia Department of Community Services Food and Nutrition Standards ○ Fire Inspection ○ Employment Standards Act of Nova Scotia ○ Nova Scotia Occupational Health and Safety (including WHMIS) ○ Nova Scotia Day Care Act and Regulations 	<ul style="list-style-type: none"> • Promotes ethical practices and attitudes of the Nova Scotia Child Care Association • Understands and applies relevant legislation which includes, but is not limited to, the following: <ul style="list-style-type: none"> ○ Nova Scotia Department of Community Services Food and Nutrition Standards ○ Fire Inspection ○ Employment Standards Act of Nova Scotia ○ Nova Scotia Occupational Health and Safety (including WHMIS) ○ Nova Scotia Day Care Act and Regulations 	<ul style="list-style-type: none"> • Promotes ethical practices and attitudes of the Nova Scotia Child Care Association • Understands and applies relevant legislation which includes, but is not limited to, the following: <ul style="list-style-type: none"> ○ Nova Scotia Department of Community Services Food and Nutrition Standards ○ Fire Inspection ○ Employment Standards Act of Nova Scotia ○ Nova Scotia Occupational Health and Safety (including WHMIS) ○ Nova Scotia Day Care Act and Regulations
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work independently with direction, multi-task, time management, organizational abilities • Team player • Strong interpersonal and communication skills 	<ul style="list-style-type: none"> • Ability to work independently with some direction, multi-task, time management, organizational abilities • Team player • Strong interpersonal and communication skills 	<ul style="list-style-type: none"> • Above average ability to work independently, multi-task, time management, organizational abilities • Team player • Strong interpersonal and communication skills

	<ul style="list-style-type: none"> • Responsive and responsible to address issues and concerns at work 	<ul style="list-style-type: none"> • Anticipates and is responsive and responsible to address issues and concerns at work 	<ul style="list-style-type: none"> • Anticipates and is consistently responsive and responsible to address issues and concerns at work • Ability to mentor and coach peers
Personal Characteristics	<ul style="list-style-type: none"> • Flexible, patient, professional, prompt and reliable attendance at work • Creative, enthusiastic, neat and appropriate personal appearance and attire 	<ul style="list-style-type: none"> • Flexible, patient, professional, prompt and reliable attendance at work • Creative, enthusiastic, neat and appropriate personal appearance and attire 	<ul style="list-style-type: none"> • Flexible, patient, professional, prompt and reliable attendance at work • Creative, enthusiastic, neat and appropriate personal appearance and attire
Working Conditions	<ul style="list-style-type: none"> • The Early Childhood Educator works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress • Regular business hours with occasional requirement for evening and weekend work • Regular outdoor work is required, including during inclement weather 	<ul style="list-style-type: none"> • The Early Childhood Educator works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress • Regular business hours with occasional requirement for evening and weekend work • Regular outdoor work is required, including during inclement weather 	<ul style="list-style-type: none"> • The Early Childhood Educator works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress • Regular business hours with occasional requirement for evening and weekend work • Regular outdoor work is required, including during inclement weather
Physical Requirements	<ul style="list-style-type: none"> • Lifting to 60 lbs • Outdoor work, including snow shovelling and salting walkways • Exposure to illness and noise 	<ul style="list-style-type: none"> • Lifting to 60 lbs. • Outdoor work, including snow shovelling and salting walkways • Exposure to illness and noise 	<ul style="list-style-type: none"> • Lifting to 60 lbs. • Outdoor work, including snow shovelling and salting walkways • Exposure to illness and noise