



# Job Description

## Early Childhood Educator (Level II –Diploma)

Position Title	Early Childhood Educator (Level II – Diploma)
Employee Name	
Reports to	Executive Director
Classroom	
Location	
Date	

### General Accountability Statement

The Early Childhood Educator (Level II) 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.

The Early Childhood Educator (Level II) uses Centre philosophy, programs and policies to maintain and enhance a standard of excellence that contributes to the Centre's reputation for excellence.

### Duties and Responsibilities

The primary job duties and responsibilities for the Early Childhood Educator (Level II) include but are not limited to the following:

#### Child Development and Care

- Facilitate the development and behaviour of children
  - 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
  - Research a variety of curriculum models
  - Implement an inclusion policy
  - Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required
  - Identifies and implements appropriate interventions for children with special needs
  - Modify environment to ensure accessibility

- Support the holistic development of all children
  - 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
  - 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
- Meet nutritional needs
  - Plan and provide nutritious meals and snacks
  - Prepare and provide infant nutrition
  - Promote healthy eating
  - Accommodate for special nutritional requirements
- Guide children's behaviour
  - 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

## Record Keeping

- Maintain records for legislative and regulatory purposes
  - 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
  - Complete daily program log book/record

## Equipment and Facilities

- Develop and maintain a safe environment
  - 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
  - Maintain equipment, materials and furnishings
  - Maintain indoor and outdoor physical environment
  - Monitor cleanliness and sanitation of all areas used by children

## Family and Community Relations

- Form collaborative partnerships with families
  - Build and maintain meaningful relationships with families
  - Orient families to programs
  - Communicates and collaborates with parents
  - Provide family resources
- Use community resources
  - Access and engage community resources, facilities and services
  - Raise awareness of community events
  - Involve volunteers
- Advocate for children and families
  - Make connections between families and resources
  - Respect the rights of the child
- Provide an inclusive environment
  - Collaborate with parents to identify strengths, needs and interests of the child
  - Collaboratively develop and implement inclusion plans with other professionals and parents

## Professional Relationships

- Work as a member of a professional team
  - Create partnerships with colleagues and volunteers
  - Participate in meetings
  - Liaise with stakeholders
  - Demonstrate leadership
  - Follow policies and procedures
- Mentor others
  - Support and guide colleagues and students
  - Act as a resource

## Personal and Professional Development

- Conducts self professionally
  - 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
  - Engage in ongoing self-assessment
  - Maintain physical and mental well-being
- Participates in professional development
  - 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
  - Participate in professional organizations
  - Promote the profession

## Qualifications

### Education, Qualifications and Certifications

- Grade 12 or equivalent through the General Education Development program
- ECE Level II – Completion of a diploma 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

- Minimum of three (3) year of demonstrated proficiency in child care standards of practice in a licensed child care setting

### Specialized Knowledge

- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Relevant legislation includes, but is not limited to, the following:
  - Nova Scotia Department of Community Services Food and Nutrition Standards
  - Fire Inspection
  - Employment Standards Act of Nova Scotia
  - Nova Scotia's Occupational Health and Safety Act and Regulations, including WHMIS
  - Nova Scotia Daycare Act and Regulations

### Skills and Abilities

- Above average ability to work independently, multi-task, time management, organizational skills
- Team player
- Strong interpersonal and communication skills

- Anticipates and is responsive and responsible to address issues and concerns at work
- Ability to mentor and coach peers

**Personal Characteristics**

- Flexible, patient, professional, prompt and reliable attendance at work
- Creative, enthusiastic, neat and appropriate personal appearance and attire

**Working Conditions**

- 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**

- Lifting to 60 lbs
- Outdoor work, including snow shovelling and salting walkways
- Exposure to illness and noise

**Direct Reports**

None.

**Approval**

Approved by	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Title</span> </div> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div>Printed Name</div>
Date approved	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Date</div>