

WAHTA MOHAWKS

JOB DESCRIPTION: EARLY CHILDHOOD EDUCATOR
Title: Early Childhood Educator – Wahta Mohawks Early Years Centre
Program Area: Administration
Reports to: Murray Maracle, Senior Administrator
Location: Wahta Mohawks First Nation

Position Summary:

Reporting directly to the Senior Administrator, the Early Childhood Educator collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, in accordance with the goals and curriculum plans of the centre and the policies and procedures of the Wahta Mohawks.

Primary Duties & Responsibilities:

- Co-responsible for the constant supervision, safety and wellbeing of the children
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
- Establishes and maintains regular communication with parents
- Observes and records relevant information on each child's progress as required/as per Centre practices
- Attends and participates actively in all program/centre, parental or other meetings as required
- Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Participates in regular fire drills and other emergency procedures
- Engages in positive collaboration with the other programs and educators of the centre in coordinating the effective use of equipment, facilities and personnel
- Participates in ongoing professional development and attends/maintains all mandatory training
- Assists the Senior Administrator in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Senior Administrator or her/his designate

Education/Professional Requirements:

- Early Childhood Education diploma or provincially recognized equivalent. Registered member of the College of Early Childhood Educators of Ontario.

Skills required:

- Must have the ability to work in and contribute to a team environment.
- Must have a proficient level of organizational and time-management skills.

- Must have a proficient level of computer skills in areas suitable to the requirements of the position
- Must be willing to work flexible hours including evening and weekend hours based on the needs of the tasks and activities assigned by the Senior Administrator.
- Must have the capacity to take initiative and to multi-task at times to accomplish the tasks and activities assigned.
- A knowledge and understanding of the community environment and culture an asset.
- Must possess a current and valid Driver's License and dependable vehicle.
- Valid Standard First Aid and Level "C" CPR.
- Required to submit a CPIC (Criminal reference check) with a vulnerable sector screening.