



East Scarborough

# BGC East Scarborough

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[www.esbgc.ca](http://www.esbgc.ca)

<b>Job Title:</b>	<b>Registered Early Childhood Educator (RECE)</b>
<b>Reporting to:</b>	<b>RECE Supervisor</b>

## JOB PURPOSE

The purpose of the RECE position is to create and foster a welcoming and safe environment for children to engage in play-based learning. The children will grow and flourish in all areas of development, which include but not limited to social, emotional, physical and cognitive domains. RECE is responsible for abiding by the principles and practices of the licensed child care programs within a team environment.

## RESPONSIBILITIES

### ***Program Plan and Implementation (30%)***

- Follow the E.L.E.C.T. framework, develop and implement age-appropriate, inclusive and culturally diverse learning experiences that support cognitive, emotional, physical and social development of children from an assigned age group (Ages may range from 18 months to 12 years)
- Ensure the principles in "How Does Learning Happen?" are incorporated in program planning and implementation
- Work in collaboration with all staff to ensure the successful implementation of the daily program which complies with the standards and requirements of the Child Care and Early Years Act, Toronto Children's Services Assessment of Quality Improvement, Toronto Public Health as well as all other applicable governing bodies
- Submit weekly program plan to centre supervisor for review according to the schedule
- Post the signed program plan prior to the commencement of program on or before the first operating day of each week
- Prepare and set-up program areas prior to the commencement of the program
- Ensure safety and cleanliness of the centre at all times
- Establish a welcoming environment to children, parents and visitors
- Work with centre supervisor to plan, develop and implement monthly specialty program, PA day program and school break programs

### ***Interaction with Children and Parents (50%)***

- Actively engage children in learning opportunities
- Actively demonstrate the principles in How Does Learning Happen through the interactions with children and parents
- Ensure health and safety of children are maintained at all time while children are participating in the program
- Facilitate and model positive interactions between child and adult.
- Provide clear guidelines and redirection as well as reinforcement of appropriate behaviours for the children.
- Provide one on one or small group academic support/enrichment to children if needed
- Greet and establish positive communication with parents

**Administration (20%)**

- Prepare attendance record sheets in advance and have them ready for the coming week
- Maintain accurate records and statistics for the child care centre
- Maintain and update the centre's daily log
- Collect and record parents' fee payments
- Orient parents and conduct the registration process if required
- Following the agency's procedures to submit time-off request
- Work with centre supervisor to arrange staffing coverage for time-off
- Maintain accurate records on timesheet and submit it to the Manager monthly
- Assist centre supervisor in program promotion
- Attend all required staff meetings
- Participate in continuous professional learning annually
- Perform additional tasks and duties as assigned by the centre supervisor and/or manager

**QUALIFICATIONS*****Experience and Training/Education***

- College or associate degree diploma in Early Childhood Education or equivalent
- Minimum of 2 year experience as a Registered Early Childhood Educator at a licensed child care centre
- Proof of current registration with College of Early Childhood Educators in good standing
- Valid Standard First Aid and CPR Training (including infant and child)
- Up to date immunization record
- Clear Police Reference Check
- Valid Safe Food Handling Certificate
- Self-test of Child Care and Early Years Act Completion Certificate
- HIGH FIVE Training is an asset
- Class 'F' driver licence is an asset

***Knowledge and Attributes***

- Working knowledge of the Child Care and Early Years Act, Toronto Children's Services Assessment for Quality Improvement, infection prevention and control guidelines from Toronto Public Health and all other standards, guidelines pertaining to Licensed Child Care Services.
- Working knowledge of the E.L.E.C.T. Framework and How Does Learning Happen?
- Strong ability to plan and implement developmentally appropriate and bias-free hands-on learning experiences for children of various ages
- Strong ability to multi-task and make sound judgment in a fast paced environment
- Excellent classroom management and behavior management skills
- Excellent customer skills (including dealing with difficult parents)
- Excellent communication and written skills
- Strong computer skills (e.g. Microsoft Office)
- Previous experience with children with special needs is an asset
- Flexible and reliable
- Self-starter and be able to work independently
- Able to work cooperatively in a team
- Knowledge of the community is an asset.
- Access to a vehicle is an asset.

### WORKING CONDITIONS

- Flexible and available to work at different Licensed Child Care Services Sites
- Available to work flexible hours (including a split shift) according to child care program needs
- Able to work in a fast paced environment with children
- Able to work in a high noise environment

### PHYSICAL REQUIREMENTS

- Job conditions require standing, walking, sitting, making visual inspections, lifting and/or carrying up to 30 lbs., pushing and/or pulling up to 30 lbs., climbing up to 3ft
- Able to walk to and from school for pick up and drop off of children if required
- Able to work in all weather conditions including a minimum of two hour outdoor time actively working with children
- Able to engage children in active gross motor learning activities
- Able to lift small children, cots and other program equipment

### DIRECT REPORTS

Supervise volunteer/ student interns

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Next Review Date:</b>	

**Employee Acknowledgement: I have read and reviewed the Job Description with the Supervisor who has explained the responsibilities and answered my questions. I have received a personal copy of this job description and agree to carry out these responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_