**JOB DESCRIPTION**

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| **Job Title:**  Designated Early Childhood Education | **Department:**  Early Years |
| **Reports To:**  Principal | **Division:**  CUPE |
| **Date of last review:**  June 2019 | **Revised by:**  TK |

**SUMMARY**

Reporting to the Principal, the Designated Early Childhood Educator will partner with the classroom teacher to plan and implement a full day early learning program supporting the faith initiatives within a Catholic classroom setting and provide supervision and age appropriate Catholic programming for groups of students as part of the extended day program as required.

**QUALIFICATIONS**

* Two year Early Childhood Education Diploma and proof of registration with the College of Early Childhood Educators
* One to three years childcare experience in a childcare or educational setting
* Knowledge of Ministry of Education full day early learning program and related legislation;
* Knowledge of ALCDSB related policies and administration procedures.
* Proven ability, experience and skill in working as a member of a team
* Ability to communicate in a sensitive, courteous manner with children, parents, staff and the public
* Proven commitment to maintain confidentiality
* Proven ability to deal with classroom management, stressful and emergency situations
* Experience planning and implementing age appropriate Catholic programs
* Basic computer skills, strong organization and time management skills and ability to meet deadlines
* Ability to stand and walk for extended periods and time and move/carry equipment for program, and must be able to physically assist children as required (e.g. lifting)
* A Catholic Pastoral reference is required.

**KEY DUTIES & RESPONSIBILITIES**

1. Collaborates with the Classroom Teacher to implement the curriculum and to address individual student’s identified needs, strengths, interests and stages of development and interests.
2. Observe, monitor, document and assess the development of pupils in Year 1/Year 2 and extended day program
3. Partner with the classroom teacher to implement and plan developmentally appropriate activities to build skills in literacy, numeracy and cognition through large and small group activities such as those outlined in the kindergarten program
4. Collaborate with the classroom teacher and the special education resource teacher to carry out specialized activities to support learning for children requiring an individual education plan (IEP)
5. Development and implementation of programming and monitoring accommodations and/or modifications
6. Provide positive and emotional experiences to strengthen social skills
7. Organize and supervise students on field trips
8. Plan programs and environments for play and activities to create opportunities for developmental progress
9. Maintain a healthy emotional and social learning context for students
10. Assist children with washroom routines, dressing and lunchtime activities
11. Maintain all appropriate records for students
12. Setting up of classroom
13. Attend staff meetings, appropriate school-level meetings and professional development activities
14. Provide general supervision of students as assigned
15. Perform other related duties as assigned by the principal and in collaboration with the classroom teacher

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

A Catholic Pastoral reference is required.

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Principal/Vice-Principal
* Classroom Teacher

Positions Supervised:

None

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |