

BGC South East is currently seeking the following position:

REGISTERED EARLY CHILDHOOD EDUCATOR

Job Posting Details

Position - Registered Early Childhood Educator (Infant, Toddler or Preschool Room)

Hours - 40 hours per week (must be available 7:00 a.m. - 6:00 p.m.)

Rate - \$22.00-23.00/hr plus Wage Enhancement

Location - St. Genevieve Catholic School (386 Holden Street) and Hughson Childcare Centre (559 Bagot Street)

Annual Wellness Package

Vacation days

Additional details to be discussed during interview

Job Overview

Registered Early Childhood Educators provide high quality early learning and care programs. They work closely with program rooms, staff and volunteers as they attend to children's daily basic needs. Successful candidates will be responsible for planning, developing, and implementing programs of stimulating age appropriate activities for children ranging in ages from 12 months - 6 years old. Activities will promote their physical, social, emotional and intellectual well-being, in accordance with the *Child Care Early Years Act (CCEYA)*, *How Does Learning Happen? (HDLH?)* and *Early Learning for Every Child Today (ELECT)* Successful candidates are expected to be well-natured and positive contributors to our childcare team.

Key Responsibilities:

- Plan, lead and participate in a program based on How Does Learning Happen and CCEYA standards
- Adhere to licensing requirements and program policies and procedures (Ministry of Education, BGC South East, Ministry of Health and Public Health KFL&A)
- Provide continuous and attentive supervision of children.
- Attend to the children's basic needs in dressing/toileting/feeding and nap time routines.
- Assist with children's meals and snacks including set up and clean up.
- Prepare and maintain daily attendance, documentation and other reports/records as required.
- Provide and maintain a safe, secure, organized and clean learning environment both in the classroom and outdoors.
- Establish and maintain professional communication with parents/caregivers by participating in a variety of formal and informal communication strategies (daily conversations, information sheets, developmental portfolios, classroom newsletters, etc.)

- Assess the abilities, interests and needs of children and discuss progress or concerns with other staff members and senior manager
- Ensure child to staff ratios are maintained at times
- Participate in team meetings and training opportunities as required

Job Requirements:

- Post-Secondary diploma or degree in Early Childhood Education
- Proof of registration with the College of Early Childhood Educators
- Previous working experience with Infant - 6 years is required
- Knowledge of the CCEYA and of "How Does Learning Happen?"
- Standard First Aid/ C.P.R. LEVEL C certification
- Valid Driver's license/reliable transportation is an asset
- TDP (10 year booster) and MMR immunizations must be up to date
- Criminal Reference Check (including Vulnerable Sector Check)
- Excellent verbal and written communication skills
- Experience planning and implementing age appropriate programs
- Able to work independently and cooperatively in a team environment
- Positive attitude and enthusiasm

Application Process:

Please submit a resume and cover letter indicating position applying for to the attention of:

HR Recruiting

hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.