

## MANOR PARK COMMUNITY COUNCIL

**JOB DESCRIPTION:** Early Childhood Educator (OR Instructor)  
'Before- and After-School in Manor Park'

Reports to: Supervisor, 'Before- and After-School in Manor Park'

Position Designation: Non-managerial, part-time

Hours: up to 28 hours per week; September to June Employment Agreement

### **Overview:**

'Before- and After-School in Manor Park' provides children from kindergarten to grade 6 with quality licensed child care through the school year. The program operates under contract to the Ottawa-Carleton District School Board (OCDSB) as part of the Extended Day (ExD) programming initiative. Children are encouraged to develop friendships and skills through games, sports and other activities. The program operates on the site of the Manor Park Public School according to the OCDSB calendar.

The Early Childhood Educator is responsible for planning and implementing a variety of stimulating activities while maintaining a safe and child-friendly environment. Success depends upon the delivery of innovative activities, the safety of participants and continuing robust enrollment.

### **Essential Job Functions:**

The responsibilities of this position include, but are not limited to, the following:

#### Activity Programming

- Planning, supervising and implementing recreational activities (eg. sports, games, arts, drama, science) consistent with provincial and school board guidelines;
- Designing a well-ordered recreational environment that complements the program activities;
- Providing written program plans, including a supply / equipment list;
- Communicating program plans to other staff and parents;
- Employing a collaborative style to incorporate the ideas of other staff in program plans;
- Employing a collaborative style to work successfully with teachers and school employees;
- Maintaining up-to-date records of program plans and instructions, and pedagogical documentation;
- Monitoring supplies to ensure that activities to not exceed budget, when allocated;
- Daily, setting up room;
- Daily, instructing;
- Daily, tidying of room and surroundings, and
- Referring any problems concerning equipment, supplies, budget, employees, volunteers or program plans to Supervisor.

#### Interactions with Children

- Ensuring children's safety;
- Attending to any First Aid needs;
- Providing children with a positive role model for effective interpersonal communications;
- Treating each child with dignity and respect;
- Helping each child become an integral member of their group
- Engaging children in play;
- Encouraging problem solving
- Encouraging children to be responsible for their actions;
- Considering each child in relationship to his / her personal background;
- Promptly and professionally attending to discipline problems with participants, and

- Referring any problems concerning children to the Supervisor.

#### Working with Parents

- Monthly, providing detailed written program plans to Supervisor;
- Monthly, providing detailed written program plans to parents;
- Regularly, communicating with parents about their child's activities in the program;
- Treating all families with respect and dignity;
- Welcoming visiting families, and
- Referring any problems with parents to the Supervisor.

#### Other

- Mentoring the work of instructional team members, where required;
- Completing incident reports, if required;
- Completing employee log book daily;
- Maintaining attendance records, and other forms as required;
- Keeping rooms, equipment areas, cupboards and activity sites clean and organized;
- Maintaining supply and equipment inventory;
- Regularly, contributing written materials for use in local newspapers or on community website;
- Following MPCC Policies and Procedures, and
- Understanding manuals and documentation associated with employment.

#### **Requirements:**

- Early Childhood Educator (or other acceptable to the Ministry of Education);
- Member in good standing of the College of Early Childhood Educators or other such professional association, as applicable;
- Standard First Aid and CPR Level C from a recognized agency;
- Valid Police Check for work with the vulnerable;
- Up-to-date immunization;
- Experience working with groups of children;
- One (1) year program planning for children;
- Ability to communicate effectively in English;
- Computer skills including word processing, spreadsheets, desktop publishing, email and the internet;
- Experience working as a member of the team, and
- Ability to work independently within established procedural guidelines and / or written directions.

Adopted: December 15 2004

Updated: September 2014