



The HUB Child & Family Centre  
JOB DESCRIPTION  
**REGISTERED EARLY CHILDHOOD EDUCATOR**

**Position Summary:**

Reporting to the Child Care Administrator, the Registered Early Childhood Educator (ECE) is responsible for the safe and efficient delivery of an age-appropriate child care program in a manner consistent with the philosophy, goals and mission of The HUB Child & Family Centre.

**Qualifications:**

- ECE graduate with experience working in a licensed child care environment an asset
- Registered with the College of ECE
- Valid First Aid/CPR Certification
- Clear Vulnerable Sector Check
- Good working knowledge of the Child Care Early Years Act (CCEYA)
- Strong Organization and interpersonal skills
- Must be reliable, flexible, and effectively work in a team environment

**Duties and Responsibilities:**

All duties and responsibilities should be completed in a timely and accurate manner. Can be physically demanding with a combination of sitting, standing, walking, bending, crouching and kneeling.

**A. KEY AREA: PROGRAM DELIVERY**

1. Ensure implementation of requirements on the CCEYA and keep abreast of changes.
2. Ensure the children are the focus in play based learning opportunities and show documentation of learning.
3. Comply with the Board approved Personnel Policies & Procedures.
4. Ensure the program provides a safe, attractive and stimulating environment for both children and staff. This includes preparation and organization of play areas and providing How Does Learning Happen documentation, in areas where parents, children and visitors can view them.
5. Plan, coordinate and implement age-appropriate themes and activities. Incorporating new ideas and materials. Engaging and participating in How Does Learning Happen with the children.
6. Maintain children's files and emergency cards, ensuring that they are all up-to-date at all times, accurate attendance records, complete checklists and make appropriate entries in the daily log and behaviour management log as required.
7. Be aware of children's allergies and administer medications authorized by parents as required.
8. Share laundry and other housekeeping duties, including disinfecting tables, cleaning counters, disinfecting toys and sweeping floors in accordance with sanitary checklists.
9. Complete assigned tasks listed on the monthly rotation schedule.
10. Keep administrator informed on a regular basis of important program concerns.



11. Undertake other tasks and assignments as determined by the Child Care Administrator.

**B. KEY AREA: PARENT LIASON**

1. Inform potential parents of the program philosophy, policies and procedures and specific details required for enrolment.
2. Orient new parents, conveying an attitude of support, understanding and reassurance, and ensure forms are completed as necessary.
3. Obtain pertinent information regarding each child and family from the parent(s) and keep current.
4. Ensure regular, open and positive communication with parents through daily contact, telephone calls, written correspondence and prearranged meetings.
5. Inform parents of program activities and events through monthly calendars and bulletin boards and encourage their involvement and participation.
6. Collect fee payments from parents and keep in locked cabinet in Child Care Administrator's office.
7. Advise Child Care Administrator of parents who require information on child care subsidy.

**C. KEY AREA: STAFF RELATIONS**

1. Adhere to approved Personnel Policies and Procedures.
2. Maintain good working relationship with staff, promoting open communication and teamwork, and participating in group planning discussions on programming and problem-solving sessions on serious occurrence and behaviour management scenarios (using the College of ECE website to find scenarios).
3. Orient enhanced support workers, students and volunteers to the program, assign duties and give direction as required, and provide input on job performance.
4. Include enhanced support workers as active participants in the program and an integral part of the child's support team consisting of parents, resource consultants regularly on the child's progress.
5. Participate in meetings with the child's support team and liaise with Resource Consultants regularly on the child's progress.

**D. KEY AREA: PROFESSIONAL DEVELOPMENT AND PROMOTION**

1. Keep abreast of current trends in the Early Childhood Education field and take advantage of any professional development opportunities, networks and training which would support you in fulfilling your duties and responsibilities.
2. Attend and participate in monthly team meetings to stay informed about policy changes, new initiatives and other program activities, keeping in mind possibilities for assistance and collaboration between programs.
3. Represent The HUB Child & Family Centre in the community.
4. Lend assistance to agency fundraising and promotional events, whenever possible.
5. Follow the guidelines from the College of ECE's Code of Ethics and Standards of Practice.
6. Participate in continuous professional learning with the college.
7. Attend in-house Communities of Practice professional learning when possible.