

**APPLICATIONS ARE INVITED FOR THE POSITION OF
OCCASIONAL EARLY CHILDHOOD EDUCATOR in the EARLY LEARNING PROGRAM
Daily rate: \$140.63**

WORK YEAR: Incumbents are required to work on Professional Development Days, March Break, Christmas Break. The work year potentially goes beyond the school year. Details to be confirmed.

HOURS: Varies

LOCATIONS: Various

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- 2-year College Diploma in Early Childhood Education
- Registration with the Ontario College of Early Childhood Educators
- Minimum 6 months experience working within a registered childcare setting and/or early learning centre
- Knowledge of and experience in early learning and child care programs
- Knowledge of the early acquisition of literacy and numeracy skills
- Experience in working with various outreach and community development programs
- Strong communications, organization and interpersonal skills
- Positive recommendation from current Superordinate

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to the Principal, the primary function of the position is to cooperate and collaborate with the teacher(s) in providing high quality and effective play-based education to support enhanced learning and cognitive, emotional and social development for children in accordance to the Education Act. Major duties and responsibilities are:

- Working collaboratively with the teacher and staff of school to deliver the Early Learning Program
- Collaborating with the teacher in planning, developing and implementing daily activities that support and promote the development of children in their spiritual, intellectual, emotional, and physical development
- Leading children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use
- Maintaining a healthy physical, emotional and social learning environment
- Assisting children in washroom routines, dressing and lunchtime activities
- Cooperating with the teachers in observing, monitoring and assessing the pupils progress
- Reporting/discussing progress or problems of children to the teacher
- Program reporting as required
- Establishing and maintaining collaborative relationships with other community services providers working with children
- Completing anecdotal reports and observation and developmental checklists as required
- Promoting parental involvement through regular communications
- Assisting teacher in supervising the students at all program times
- Accompanying the students on field trips
- Responsible for display, classroom upkeep including organization of materials, classroom visual stimulation etc.
- Providing supervision and age appropriate programming for groups of students as part of the extended day program as required which includes:
 - Providing direction to assistant if present
 - Ensuring the safety and wellbeing of the children
 - Overseeing and arranging nutritious snacks for the children attending the program
 - Observing, monitoring and assessing the development of the pupils, and taking appropriate action as required
- Attending staff meetings and professional development activities
- Other duties as required

Applications for Occasional ECE positions are accepted at any time through www.applytoeducations.com. We encourage you to apply as soon as possible.

Please ensure the following documents are sent to applytoeducation:
Completed résumé and covering letter addressed to Bessie Gruppuso, Senior Manager of Recruitment- Human Resource, together with the **ECE Application Checklist (attached)**, supporting educational documents and references, referring to Posting- **Occasional Early Childhood Educator in the Early Learning Program**
Please note that the position requires direct contact with school children, and all participants must be practicing Catholics verified through a Pastoral reference from your parish priest.
Only those applicants granted interviews will be contacted.