

Supervisor:	Centre Director, or designate
Location:	TBD
Telephone:	902-893-3342
NOC:	4214
Employment Type:	Full-time

### **Organization**

Jane Norman College (“College”) is a non-funded, non-profit, private college which specializes in educating human services professionals in early childhood education, youth work, and teacher assistance. In addition to college programs the College offers a wide variety of workshops. Also run under the auspices of the College are the Jane Norman Family Home Day Care Agency, the Dr Jane Norman Child Study Centre, the Jane Norman College Douglas Street Child Care Centre, the Russell Resource Library, the Jane Norman After School Program, and the Early Years Support Site (Truro)

### **Position Scope**

Under the governance structure of the College, and reporting to the Centre Director, or designate, the Early Childhood Educator supports the everyday operation of the Dr Jane Norman Child Study Centre or Jane Norman College Douglas Street Child Care Centre.

### **Nature of Work**

Work is commensurate with that of an early childhood educator employed in a licensed childcare facility. In addition, the Early Childhood Educator must be aware that Jane Norman College offers a diploma in Early Childhood Education. There will be students from the College’s Early Childhood Education Diploma Program in the Centre on an ongoing basis and the Early Childhood Educator will be expected to model best practices for the students whether during practicum placements or during daily observations from class time. The work may take place indoors or outdoors; the staff must be able to stay on task in either situation. In addition to *The Early Learning and Child Care Act and Regulations*, the College’s own rules and regulations, staff must be aware and abide by any applicable CCRCE site policies. A positive attitude and a willingness to be part of a team are a must.

### **Core Duties**

The following description outlines the range of duties that the Early Childhood Educator will be required to perform:

- Plan and implement appropriate daily and weekly activities with quality and inclusive programming for children in the centre.
- Understand and adhere to the *Early Learning and Child Care Act and Regulations*.
- Work cooperatively with other professionals (e.g., Developmental Intervention, Pyramid Model Coaches, EIBI teams and school board representatives, OTs, PT, Hearing & Speech) to help the children meet their full potential.
- Work collaboratively with all Jane Norman College staff and foster a team approach.
- Attend case conferences as required.
- Actively participate in all initiatives including, but not limited, to Continuous Quality Improvement
- Set up, maintain, children’s learning environments – both indoor and outdoor.

- Assess, record, help report progress of all children including, compilation of attendance records, keeping up to date immunization records or other required paperwork as necessary.
- Take responsibility for maintaining equipment and carrying out regular clean-up routines including sterilization of identified equipment, doing dishes, doing laundry, mopping floors, removing trash, cleaning bathrooms, participating in regular or scheduled deep cleans, or any other cleaning that would regularly take place in a child care centre.
- Meet with parents as necessary and at regular parent/teacher meetings, keep parents abreast of any changes or new information that affect the children, program, or staff.
- Assist with the planning and preparation of bulletin boards, notice boards, children's showcases, and other displayed projects.
- Assist with the supervision of the College's students while students are visiting or doing practicum placements at the Centre.
- Supervise and or help prepare snack/meals.
- Participate in monthly staff meetings with other early childhood education staff to plan appropriate programs for children and further the Centre's Quality Improvement Plan.
- Supervise any offsite visits planned by the Centre (e.g., walking in woods, trips to library).
- Open/close program as scheduled.
- Identify and partake in professional development opportunities as approved by the College.
- Use any tools provided by the Jane Norman College (including but not limited to: cell phone, computer, digital camera) for College purposes only and ensure equipment is not used by unauthorized personnel or for personal use. In additions, refrain from accessing questionable computer sites, opening unauthorized e-mail attachments, or downloading any software onto any Jane Norman College device.
- Complete and provide all necessary paperwork to meet expectations and deadlines (including but not limited to, attendance sheets, program documentation, licensing requirements, and children's records).
- Address all issues at the Centre as they arise and ensure the Centre Director is well informed of all changes, problems, issues, or any information regarding the Centre.
- As requested, fill-in at other College daycare sites to ensure ratio.
- Other duties that are mutually agreed to by Jane Norman College and the early childhood educator that would naturally fall under the workload of an early childhood educator working in a quality, inclusive program.

### **Skills and Aptitudes**

In addition to performing the duties of an early childhood educator the following abilities will be expected:

- Exercise an energetic and positive attitude while working with students, parents, and staff.
- Have solid understanding of the College and its programs and services with ability to quickly direct parents/community partners to the appropriate area or staff member.
- Be thorough and pay close attention to details.
- Have reasonable proficiency with word processing (Word).
- Possess good organizational skills.
- Exhibit flexibility and good time management skills.
- Show ability and willingness to work as a team member.

- Exercise pride in organization by speaking well of organization publically if called upon and ensure a tidy, safe environment by either taking care of small messes or bringing larger messes to attention of building maintenance.
- Use initiative, problem solving skills and judgment to help identify problems and solutions or better ways of working.
- Understand and work by inclusive practices.
- Have education and/or experience in programming for infants, toddlers, preschool, and school-age children.
- Exhibit mental alertness and stability (engaging with students, parents, and staff daily)
- Possess good physical health and stamina (e.g., physical requirements: supervising children in indoor and outdoor activities, ability to perform CPR -licensing requirement-, lifting boxes, engaging in physical play with children, possible physical help with children- e.g., bending over to tie shoes, putting on jackets, moving carts, tables, chairs to accommodate play spaces, putting away/setting up toys, games and equipment daily).
- Practice personal/professional boundaries by keeping in confidence information regarding all students, parents and partners of Jane Norman College student/parent/customer personal issues, academic issues or financial issues as well as not encouraging any parties to share information that could potentially cross boundaries.

### **Other Expectations**

- Leave personal issues at the door.
- No use of personal cell phones during work hours.
- Arrive on time.
- Dress in appropriate clothing and footwear for weather conditions
- May occasionally need to be present longer than planned due to ratio needs.
- All ECE certifications/requirements must be keep up to date.

### **Credential/License/Certification Required:**

Diploma in Early Childhood Education with Level 2 or Level 1 (as recognized by Nova Scotia Department of Education and Early Childhood Development Early Year Division Classification). At least 1 years' experience in a licensed childcare setting.