

Benchmark Title**EARLY CHILDHOOD EDUCATOR****Job Summary**

Provides support and direct care to children under 6, including special needs children or infants/toddlers, to stimulate and develop their intellectual, physical and emotional growth.

Key Duties and Responsibilities

1. Plans, carries out and evaluates developmentally appropriate activities and experiences for children using modelling, observing, questioning, demonstrating and reinforcing techniques. Develops daily program schedules that include indoor/outdoor, active/quiet and individual and group activities.
2. Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these. Recommends referrals or additional services or work in consultation with professionals such as behavioural therapists, occupational therapists and speech language pathologists.
3. Reports on progress, behaviours and other issues related to children. Contributes to reports for children moving on to elementary school. Maintains required records and statistics.
4. Participates in preschool planning and evaluation of programs offered by the organization. Provides recommendations for change to the supervisor.
5. Provides work direction to early childhood educator assistants as required.
6. Attends to the children's physical needs that may include diapering, toileting, eating and sleeping.
7. Administers first aid and medication in accordance with established policy.
8. Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards.
9. Communicates with families about children's growth and development. Requests input from and participation of parents in the development of programs. Confers with parents with regard to unusual or problematic issues.
10. Performs other related duties as required.

Qualifications***Education and Knowledge***

Early Childhood Education Certificate, plus Special Needs or Infant Toddler / Under Three Certificate.

Training and Experience

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Early Childhood Educator

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires completion of a program in Early Childhood Education	3	56
2	Training and Experience – Requires up to 1 year recent related experience	3	75
3	Physical Demands – Often lifts and carries moderate weight children	5	35
4	Concentration – Monitors and observes children almost continuously involving a moderate level of vigilance and attentiveness	5	42
5	Independence – Guided by general instructions, selects alternative courses of action to develop individualized and group curriculum	4	57
6	Judgement – Assesses children’s behaviour and developmental requirements and chooses an approach using accepted methods and techniques to develop curriculum and evaluate activities	4	57
7	Leadership/Supervision – Provides work direction to Early Childhood Educator Assistants	3	60
8	Accountability – Work has direct impact on the service and limited safety impact	3	43
9	Communication – Facilitates participation of children in activities; communicates with families to facilitate child’s development	4	57
10	Care of Individuals – Work includes providing hygiene care to children, assessing needs of children and provides daily programs	4	40
11	Environment/Working Conditions – Sometimes exposed to highly undesirable working conditions in the form of contact with bodily fluids and waste and requires specific safety precautions to prevent health problems or injury	5	42
Total Points			564