

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

Provides leadership and guidance for staff, volunteers and students in planning and implementing developmentally appropriate activities for children under six, including special needs children or infants/toddlers, to stimulate their intellectual, physical and emotional growth.

**Key Duties and Responsibilities**

1. Plans, assigns, supervises and evaluates the work of staff. Trains and evaluates volunteers and students.
2. Welcomes new children and their families to the program. Explains and interprets the philosophy, goals and objectives of the program to families and answers questions. Ensures enrolment information is in order including medical and emergency information, dietary instructions and parental consent forms in compliance with statutory requirements such as licensing.
3. Schedules and conducts staff meetings to discuss, plan and assess the program's goals and objectives and the organization's policies and procedures; attends family conferences as required.
4. Purchases snack and program supplies from petty cash fund, recording and submitting receipts; maintains and orders supplies within a prescribed budget.
5. Assists the supervisor to maintain proper financial record keeping and accounting for program funds and fees.
6. 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.
7. Identifies the abilities, interests and needs of children and develops individualized and group curriculum based on these. Recommends referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists.
8. Reports on progress, behaviours and other issues. Contributes to reports for special needs children moving on to elementary school. Maintains required records and statistics.
9. Participates in planning and evaluation of programs offered by the organisation. Provides recommendations for change to the supervisor.
10. Attends to the children's physical needs that may include diapering, toileting, eating and sleeping.
11. Administers first aid and medication in accordance with established policy.
12. Ensures a healthy and safe environment in which the children can interact. Identifies and removes potential hazards.
13. 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.
14. 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*

Two (2) years 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, Senior**

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Early Childhood Education Certificate and Special Needs or Infant Toddler/Under Three Certificate	3	56
2	Training and Experience – Requires 2 years recent related experience	4	100
3	Physical Demands – Sometimes lifts and carries moderate weight children	4	28
4	Concentration – Monitors and observes children almost continuously involving a moderate level of vigilance and attentiveness	5	42
5	Independence – Guided by agency policy and child care standards, applies accepted developmental techniques in different ways to plan and evaluate appropriate activities and provide leadership and guidance to staff	5	71
6	Judgement – Applies analysis and interpretation of intellectual, physical and emotional needs of children and chooses an approach using accepted child care methods to plan and evaluate activities and provide leadership to staff	5	71
7	Leadership/Supervision – Plans, assigns, supervises and evaluates work of staff in a child care centre	4	80
8	Accountability – Work performed and decisions made have direct impact on the final service provided; work is evaluated for compliance to child care standards and conformity to agency policies	5	71
9	Communication – Facilitates the participation of staff, children and families who are normally cooperative in children’s development	4	57
10	Care of Individuals – Work involves assessing the needs of children, providing daily programs and hygiene care	4	40
11	Environment/Working Conditions – Sometimes exposed to highly undesirable working conditions in the form of contact with body fluids and/or waste	5	42
Total Points			658