



## EXTERNAL JOB POSTING

**Job Title:** Registered Early Childhood Educator  
**Program:** Wesley Licensed Child Care Programs  
**Posting Date:** August 3<sup>rd</sup>, 2018  
**Status:** Part-Time; Permanent; Union  
**Reports To:** Manager, Early Years

**Job Posting #:** 1000  
**Effective Date:** ASAP  
**Closing Date:** August 17<sup>th</sup>, 2018 @4PM

**Purpose:** *Join our team of compassionate and caring Early Childhood Educators!* You will be working in a Child Care Program providing a positive learning environment that supports children's emotional, social, cognitive and physical growth and development. Wesley's Registered Early Childhood Educators care for and observe children each day to understand and foster their interests and provide an engaging and stimulating environment and program.

**Place of work:** Wesley licensed before and after school care; various Hamilton locations including Flamborough/Troy

**Status:** Permanent Part time (eligible for benefits); opportunity for additional hours in the other Wesley Children and Family Services

### DUTIES:

1. Develop, plan, promote, implement and evaluate day to day operations of the program with the support of the Manager, Site Supervisor and other staff.
2. Plan and implement programming based on the Ministry of Education's pedagogy "How Does Learning Happen?"
3. Create and maintain a safe learning environment that is responsive to the interests and needs of the children in the program.
4. Be familiar with and adhere to licensing requirements per the Ministry of Education, Child Care and Early Years Act (2014).
5. Oversee student placements, volunteers, ensuring appropriate staffing at all times and complete required evaluations.
6. Ensure program number of participants stay within target enrollment.
7. Ensure accurate time sheets and incident reports are submitted to the Manager, Early Years in a timely manner.
8. Provide quality, play-based learning and supervision of all children in the care of Wesley at all times.
9. Ensure program needs are being met and in compliance with program licensing

- requirements.
10. Be knowledgeable about content of program and working directly with families that access it.
  11. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This will include maintaining a good rapport with neighbourhood schools.
  12. Demonstrate an awareness and knowledge of emergent curriculum and developmental needs of the children in the program, liaising closely with the Site Supervisor and Manager.
  13. Gathering statistics, stories and data on programs as required.
  14. Assist to maintain and monitor program spending to remain within budget in conjunction with the Site Supervisor.
  15. Identify need for Public relations support, facility issues and supplies needed and report those to the Site Supervisor.
  16. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, LGBTQ, young parents, etc.
  17. Assist to collect fees and issue receipts, when required, as per approved process and under the direction of the Site Supervisor.
  18. Conduct daily, weekly and monthly safety checks in the program. Uphold all standards legislated by Hamilton Board of Health, Fire Code, as well as Ministry of Education (EDU).
  19. Conduct environmental assessments annually ie. ECERs, SACERS etc.
  20. Review and sign agency and program operational guidelines, policies and procedures and other legislation required as it relates to the delivery of service.
  21. Abide by the health and safety policies of Wesley.
  22. Participate and contribute in team meetings and staff development opportunities, understand new and current ECE trends as well as improving work performance.
  23. Other duties as assigned.
  24. Provide coverage (relief shifts) in other licensed child care programs and other Children and Family Services if required.

**Minimum Qualifications:**

1. Diploma or Degree in Early Childhood Education and registration with the College of Early Childhood Educators.
2. Minimum 2 years of experience working with urban core children ages 2-12 years.
3. Experience working in a child care setting, with parents and with community partners.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Strong team experience and organizational and problem solving skills.
6. Thorough knowledge of applicable legislation i.e. Child Care and Early Years Act (2014).
7. Experience and sensitivity working with all families including those culturally diverse, GLBTQ, young parents, etc.
8. Current First aid/CPR, Safe Food Handling Certificate, N.V.C.I. training and ECERS,

- SACERS training.
9. Quest 1(High Five) training an asset.
  10. Flexibility and readiness to adapt to change.
  11. Must be able to travel to program locations.
  12. Bilingual (French/English) and fluency in other languages an asset.

***Interested applicants please send resumes including cover letter and salary expectations to: [hr@wesley.ca](mailto:hr@wesley.ca)***

Wesley is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).