

Job Profile – Early Childhood Worker- Vulcan Daycare Society

Job Purpose

The successful candidate will be an energetic, enthusiastic and self-motivated individual, with a love of children and an aspiration to develop or enhance their career in Early Childhood Education. As an Early Childhood Educator of the Vulcan Daycare Society, you will have the opportunity to create an engaging and nurturing environment for the flourishing young minds of children from age newborn to 12 years old.

This is a professional position, reporting to the Program Supervisor of the Vulcan Daycare Society, responsible for providing high quality child care services aimed at improving the lives of children and families. The Early Childhood Educator is responsible for ensuring the soundness and appropriateness of program/curriculum planning.

Primary Duties and Responsibilities

- Provide a planned program of learning and directed experiences for the children designed to enhance their social, language, perceptual and conceptual skills.
- Observe the children and create learning stories daily
- Provide input for bi-annual assessment of children's development
- Maintain daily open communication with parents
- Keep accident reports
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend staff meetings
- Attend conferences, college classes, workshops, as required.
- Keep all appropriate records such as records, attendance and timesheets.
- Meet all applicable licensing regulations
- Provide proper supervision and care for the children according to licensing regulations
- Know and follow proper diapering routines

Qualifications

Education

- Early Childhood Educator Certification or equivalent
- Standard First Aid and Child CPR.

Knowledge, skills and abilities

- Ability to express ideas and concepts clearly, concisely and effectively, orally and in writing.
- Ability to effectively assist in the supervision of professional, paraprofessional, technical and unskilled individuals in the performance of their duties.
- Detailed knowledge of the principles and theory of child development and child care policies in Canada and specifically in Alberta.

- Ability to work effectively with community agencies. Successful working experience with school-age children.
- Experience in planning and implementing an Emergent Curriculum Program.
- Able to research (literature, internet, etc.) and relay information to staff regarding program planning, child care environment, and teamwork.

I _____ have read, understand , and agree to comply with this Job Profile as stated, I agree to follow the above duties and responsibilities, I agree that I meet the qualifications, and agree that I will use my knowledge, skills and abilities to benefit the children in our program, providing engaged, high quality childcare to benefit out program as a whole .

Signature:_____ Date:_____