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Pastor Jeff MacLeod  
Pastor Tamille Richardson  
Pastor Andrew Pearce  
Kerri MacLeod Pastoral Daycare Director  
Doug Howard (Moderator)

## **Job Description: Registered Early Childhood Educator**

**Job Summary:** The Early Childhood Educator collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, under the supervision of the Pastoral Daycare Director; in accordance with the program statement of the centre and the philosophy and policies of Evergreen Heights Christian Fellowship and in compliance with the Child Care and Early Years Act.

### **Qualifications:**

- Early Childhood Education Diploma
- Registered member of the College of Early Childhood Educators of Ontario
- Valid Standard First Aid and Level "C" CPR
- Negative Criminal Records Check/Vulnerable Sector Check/ CAS
- Knowledgeable in "How Does Learning Happen?" and the ELECT document
- Good oral communication is required to teach children and guide them through learning activities

### **Principle Duties and Responsibilities:**

- Responsible for the constant supervision, safety and well-being of the children
- Adherence to all of the duties and regulations set down for an Early Childhood Education described under the current Child Care and Early Years Act of the Province of Ontario
- Adherence to Professional Responsibilities and Conduct of an Early Childhood Educator as set down by the College of Early Childhood Educator of the Province of Ontario
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behaviour management techniques
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and centre; maintains regular and open communication with program team members and all other co-workers
- Engages in positive collaboration with the other programs and early childhood educators of the centre in coordinating the effective use of equipment, facilities and personnel
- Establishes and maintains regular communication with parents
- Observes and records relevant information on each child's progress as required/as per Centre practices
- Able to implement the four foundations of "How Does Learning Happen" through observations, reflections, documentation and curriculum planning
- Willing to participate in the Plan to Protect training prior to employment
- To be actively involved and contribute to the every day operation of the centre
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Participates in regular fire drills and other emergency procedures
- Willingness to grow and learn under the mentorship of Supervisors. Participates in ongoing professional development and attends/maintains all mandatory training
- Participates in the supervision, training and mentoring of students
- Performs other duties as may be assigned from time to time by the Pastoral Daycare Director or her/his designate
- Understand that Evergreen Heights Child Care Centre is a ministry of Evergreen Heights Christian Fellowship which requires all staff to actively teach and model biblical values

**Please send your Cover Letter and resume to Kerri MacLeod, Pastoral Daycare Director at [kerri@evergreenheights.org](mailto:kerri@evergreenheights.org).**

**While we appreciate all applicants, only those selected for an interview will be contacted.**