

**APPLICATIONS ARE INVITED FOR THE POSITION OF
EARLY CHILDHOOD EDUCATOR in the
EARLY LEARNING PROGRAM**

NOTE: Payscale to be determined

WORK YEAR: Incumbents are required to work on Professional Development Days, March Break, Christmas Break. The work year potentially goes beyond the school year. Details to be confirmed.

HOURS: VARIOUS SCHEDULES. POSSIBLE WORK SCHEDULES ACCORDING TO PROGRAM NEEDS (but not limited to the following):

7:15 a.m. – 1:15 p.m. (includes running lunch) or

9:00 a.m. – 3:30 p.m. or

12:15 p.m. – 6:15 p.m. (includes running lunch)

LOCATIONS: Various

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- 2-year College Diploma in Early Childhood Education
- Registration with the Ontario College of Early Childhood Educators
- Minimum 6 months experience working within a registered childcare setting and/or early learning centre
- Knowledge of and experience in early learning and child care programs
- Knowledge of the early acquisition of literacy and numeracy skills
- Experience in working with various outreach and community development programs
- Strong communications, organization and interpersonal skills
- Positive recommendation from current Superordinate

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to the Principal, the primary function of the position is to cooperate and collaborate with the teacher(s) in providing high quality and effective play-based education to support enhanced learning and cognitive, emotional and social development for children in accordance to the Education Act. Major duties and responsibilities are:

- Working collaboratively with the teacher and staff of school to deliver the Early Learning Program
- Collaborating with the teacher in planning, developing and implementing daily activities that support and promote the development of children in their spiritual, intellectual, emotional, and physical development
- Leading children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use
- Maintaining a healthy physical, emotional and social learning environment
- Assisting children in washroom routines, dressing and lunchtime activities
- Cooperating with the teachers in observing, monitoring and assessing the pupils progress
- Reporting/discussing progress or problems of children to the teacher
- Program reporting as required
- Establishing and maintaining collaborative relationships with other community services providers working with children
- Completing anecdotal reports and observation and developmental checklists as required
- Promoting parental involvement through regular communications
- Assisting teacher in supervising the students at all program times
- Accompanying the students on field trips
- Responsible for display, classroom upkeep including organization of materials, classroom visual stimulation etc.
- Providing supervision and age appropriate programming for groups of students as part of the extended day program as required which includes:
 - Providing direction to assistant if present
 - Ensuring the safety and well being of the children
 - Overseeing and arranging nutritious snacks for the children attending the program
 - Observing, monitoring and assessing the development of the pupils, and taking appropriate action as required
- Attending staff meetings and professional development activities
- Other duties as required.

Completed résumé, together with the **ECE Application Checklist (attached)**, supporting educational documents and references, referring to Posting – **Early Childhood Educator in the Early Learning Program**, are to be received from interested candidates no later than **Tuesday, March 9, 2010** and should be forwarded to:

**Bessie Gruppuso, Manager of Recruitment - Human Resources
Toronto Catholic District School Board
80 Sheppard Avenue East, Toronto, Ontario M2N 6E8
E-mail: hr.recruitment@tcdsb.org**

*Please note that the position requires direct contact with school children, and all participants must be practising Catholics verified through a Pastoral reference from your parish priest
Only those applicants granted interviews will be contacted.*