



Job title	<i>Registered Early Childhood Educator</i>
Reports to	<i>RECE Supervisor</i>

Job purpose

Under the direct supervision of the Registered Early Childhood Educator (RECE) Supervisor, the Registered Early Childhood Educator is responsible for Aboriginal children (18 months to 6 years) attending Thunder Bay Aboriginal Head Start (TBAHS). Utilizing best practices and “How Does Learning Happen?” criteria, the RECE will contribute to the healthy mental, spiritual, physical, and emotional development of the child to allow for an easier transition to the next level of education.

Duties and responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

- Program Management**
 - Plans and implements daily program that reflects the philosophy of the TBAHS program: Health, Culture & Language, Nutrition education, Parental/caregiver involvement, and Social Support programs.
 - Ensures equipment and facilities are clean and safe at all times.
 - Ensures logbooks and required recordings concerning classroom, playground, children, and parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes.
 - Meets with RECE’s and RECE Supervisor to review program services and activities, monthly or as needed.
 - Builds self-esteem and creates empowerment to children and their families.
 - Implements positive discipline when required and models positive behaviour.
- Program Administration**
 - Plans agendas, secures necessary resources, and makes recommendations for resources required.
 - Prepares a monthly report regarding classroom activities and summarizes the focus subject matter for each month and prepares other reports as requested.
 - Compiles and submits statistical data (e.g. attendance).
 - Remains aware of relevant legislation or policy changes in relation to Child Care Early Years Act, 2014.
 - In the event of an accident or injury, assures that medical emergency procedures are followed, complete written accident report as per policies and procedures.
- Community Development & Outreach**
 - Establishes and maintains relationships with community services, groups, and agencies.
 - Promotes the AHS program and positively represents the program.
 - Plans and co-ordinates outings and activities within the community to foster community relationships and positively promote TBAHS programming.





- Works in collaboration with student teaching placements from various educational institutions providing direction, guidance, support, feedback, and insight in to the ECE classroom.
4. Aboriginal Head Start Services
- Supports learning & development by ensuring the delivery of high-quality experiences that build responsive adult-child relationships and encourage children’s exploration, play and inquiry, supported by *How Does Learning Happen? Ontario’s Pedagogy for the Early Years*.
 - Provides children with a safe and supportive environment that is culturally relevant and culturally appropriate which will help children develop socially, intellectually, physically, emotionally, and spiritually in a developmentally appropriate manner toward the overall goal of individual and social well-being.
 - Creates an environment that is responsive to parents and caregiver’s questions or concerns about child development, and share information about parenting, nutrition, play and inquiry-based learning.
 - Provides an environment for nutritional services which supports and promotes healthy eating habits, good hygiene, and cleanliness.
 - Incorporates the Aboriginal language and culture in all aspects of programming, promotes language, cultural practices, and traditional activities in daily activities.
 - Provides constant supervision and is responsible for the safety and well-being of children on-site and during off-site activities.
 - Fosters and maintains positive and productive relationships with the children, parents/caregivers, family, community, professionals, and co-workers.
5. Training & Professional Development
- Demonstrates knowledge and adheres to the Child Care Early Years Act, 2014, Code of Ethics and Standards of Practice, Shkoday Abinojiwak Obimiwedoan Personnel Policies and Procedures, Shkoday Abinojiwak Obimiwedoan Program Operations Manual and TBAHS Playground Manual.
 - Maintains College of Early Childhood Educators of Ontario membership.
 - Attends all Shkoday Abinojiwak Obimiwedoan staff meetings and recommended professional development.
6. General Duties
- Maintains the classroom, cloakroom, outdoor play area and equipment in a clean, safe and clutter-free manner by ensuring housekeeping lists are completed.
 - Maintains and disinfects program materials and toys, ensuring items are in a good, safe condition.
 - Ensures cots are disinfected and bedding is washed, dried, and folded daily.
 - Develops and continually updates a work plan that outlines specific, meaningful, planned objectives that aids in visualizing direction and addresses barriers.
 - Answers phone and documents call in logbook, takes messages and/or transfers call as appropriate.
 - Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.





Qualifications

- Early Childhood Education diploma or provincially recognized equivalent. **Registered member of the College of Early Childhood Educators of Ontario.**
- Current certification in Standard First Aid and Level “C” CPR is required.
- Vulnerable Sector Check, TB Skin Test and Immunization Record will be a condition of employment.
- Class “F” driver’s license or equivalent, an asset.
- Safe Food Handling Course, an asset.
- Knowledge of Anishnaabe Culture and traditions and experience working with Indigenous persons; ability to speak Ojibwe/Cree considered an asset.
- Ability to effectively interact and relate to children and their families.
- Creative problem-solving skills.
- Excellent organizational skills and initiative.
- Strong communication, presentation, and interpersonal skills.

Working conditions

Shkoday is committed and legally obligated (via Ontario Public Health Directives and Regulations) to implement measures to protect its clients, staff and other stakeholders from COVID-19. To comply with its legal obligations, Shkoday has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

Caring for children can be physically demanding, as it may require lifting and carrying children and equipment, up to but not limited to 50 pounds. The RECE may need to bend, push, pull, reach, kneel and crouch daily. The position also involves time spent sitting on the floor or on small furniture. The RECE will also spend time both inside and outside. Generally, the RECE will be working in a fast-paced, busy environment where many activities and noises happen at once, and the RECE will have to supervise at all times.

Traditional ceremonies, circles and medicines will be practiced, which may affect people who are sensitive to different scents.

There may be a number of situations that may arise that the RECE must be prepared to handle, such as accidents and emergencies. There are also deadlines on a regular basis that need to be met, which may cause stress.

This position is a part-time/on-call basis position which would require the ability to work flexible hours.

Physical requirements

Must pass a medical exam and be in good health as some lifting of children may be required.

Approved by:	<i>Board of Directors</i>
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SHKODAY

IGNITING THE SPIRIT WITHIN

Date approved:	
Reviewed:	<i>Revision Pending</i>

