



Job Description

Position Title: EarlyON Educator

Department: Social Services

Reports To: Children's Services Program Supervisor

Purpose

EarlyON Educators are responsible for implementing the “core programs” as established by the Ministry of Education for the EarlyON Child and Family Centres (CFC) while providing client-centred, high-quality customer service in an empathetic manner. EarlyON Educators will develop Early Learning activities that are guided by *How Does Learning Happen? Ontario's Pedagogy for Early Years* (HDLH), or other ministry directed programs.

Responsibilities

- Compile and submit monthly statistical data
- Develop, plan and implement early learning activities for children that follow HDLH pedagogy
- Develop, plan and implement educational sessions based on evidence-based information for parents/caregivers
- Provide information on programs/resources in the community to participants both in person and through general inquiries
- Compile receipts and maintain petty cash financial records
- Monitor use of Playroom Supplies budget line and prioritize expenditures as needed
- Schedule supply staff shifts and confirm supply hours worked with Children's Services Supervisor
- Responsible for maintaining inventory and ordering of supplies and resources as needed
- Address and report building services maintenance needs to Children's Services Program Supervisor
- Mentor students and supply staff
- Input information that can be accessed by the public through approved social media networks i.e. monthly program calendars
- Perform other duties as assigned

Other Duties

- Occasional custodial duties as required
- Occasional office duties as required
- Maintain skills and knowledge by taking training and development through courses, seminars and selected reading
- Responsible, as an employee, for occupational health and safety and emergency management.

Working Conditions

Hours of work are based on a 35 hour work week. Work is subject to regular deadlines and constant interruptions and is carried out in a public office environment, and in other community locations suitable for the delivery of services. Overtime may be required on occasion. Hours of work may be flexible to accommodate meetings and forums with external stakeholders. Travel within the area may be required. Outside of office work conditions can involve exposure to unfavourable road, traffic and extreme weather conditions.

Contacts

Internal Working Relationships

Work closely with staff within Social Services and other Grey County departments.

External Working Relationships

Interact with community agencies and partners developing positive working relationships, including EarlyON Literacy staff member.

Knowledge and Skill

- Diploma in Early Childhood Education from a recognized college, university or equivalent and current registration with College of Early Childhood Educators
- Knowledge of the Child Care and Early Years Act, 2014 and *How Does Learning Happen? Ontario's Pedagogy for Early Years* (HDLH)
- Current Standard First Aid and Infant, Child and Adult CPR Certificate required
- Effective communication, organizational and time management skills
- Mentoring and coaching skills, initiative, creativity, a collaborative attitude, conflict resolution skills and knowledge of community resources and supports
- Communicate in an empathetic and client centred manner
- Objective, approachable, and possess strong interpersonal skills
- Able to work independently and as part of a team

- Minimum two years' recent experience working in a child care setting is an asset
- Proficient with current computer technologies
- Valid drivers' license or access to reliable transportation required
- Must have completed a Criminal Record and Vulnerable Sector Check

Impact of Error

Providing inaccurate information regarding issues related to parenting could lead to confusion and lack of trust on behalf of parents.

Inadequate administrative procedures and communication could result in confusion, violation of privacy, poor administrative practices and loss of credibility in the program's ability to provide information.