

Job Description

Job Title: Preschool Registered Early Childhood Educator

Reports To: Preschool Supervisor and Director

Job Purpose:

The Preschool Registered Early Childhood Educator will be responsible for supporting the Preschool Director and Supervisor in the operation of Harbour Preschool. They will care for and ensure the wellbeing of the children, plan and implement the program plan and activities for their room, perform any cleaning duties required and carry out quality early childhood education in a Christ centered environment. The RECE will work with and guide their fellow team members to ensure all policies, regulations, and documentations are being fulfilled.

Education, Requirements, & Experience:

Education & Requirements

Diploma in Early Childhood Education

Registered with the College of Early Childhood Educators and in good standing

Experience

Experience working with preschool aged children (18 months - 5 years)

1 year of experience preferred

Spiritual Profile and Qualifications:

- Demonstrate a Christian lifestyle that reflects the qualifications of a Deacon found in 1 Timothy 3 and Titus 1
- Able to enthusiastically embrace the Vision, Mission, Values and Philosophy of Ministry of Harbour Fellowship Church
- Able to fully agree with the doctrinal statement of Harbour and be able to minister within the Fellowship of Evangelical Baptist Churches of Canada (FEB)
- Spiritual gifts should include teaching and administration

Responsibilities:

Childcare

- Fosters an environment that ensures children's safety, health and well-being and allows for optimal learning and development
- Prepares daily/weekly program plans and works with and guides classroom assistants/other staff to implement these plans and activities
- Understands and implements Harbour Preschool's Program Statement
- Assists children with daily routines (such as but not limited to: diapering/toileting, handwashing, sleep/rest time, snacks and lunch, outdoor play, dressing)
- Ensures all policies, regulations, and classroom documentation is fulfilled (ie. child/staff ratios, attendance, daily written record, cleaning checklist, sleep charts etc.)
- Promotes an environment that is Christ Centered
- Ability to manage personal information in a strictly confidential manner
- Able to operate within performance and ethical standards as set by Harbour, the Ministry of Education, and the College of Early Childhood Educators

Policies

- Completes training of all policy for Harbour Preschool and stays up to date on policy amendments
- Follows and implements all policies, regulations, and documentation in accordance with Harbour Preschool, Ministry of Education, and Niagara Region Public Health

Communication

- Maintains open and regular communication with Preschool Director, Supervisor and staff
- Communicates with children and families in a positive and effective manner
- Promotes a welcoming and inclusive environment for families and staff

Cleaning

- Assists in cleaning of Harbour Preschool environment to meet Ministry of Education and Public Health Requirements

Other

- Performs any administrative duties required (ie. photocopying, paperwork, filing, emails, phone calls, prep work)
- Plays an active role in advertising and marketing preschool

Working Conditions:

- Establishes and maintains a positive and collaborative work environment for all staff

Required Training & Documentation:

- Member of College of Early Childhood Educators in good standing
- Valid Standard First Aid/CPR Level C Certification
- Current Vulnerable Sector Check (from within the past 6 months)
- Immunizations in accordance with Niagara Region (or exemption forms and Ministry Director approval)
- Child Care Health Assessment (form for your medical Dr. to fill out)
- Ontario approved Food Handler Certification Course (Preschool Director will determine if required)