

SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD

JOB DESCRIPTION

Position Title: Designated Early Childhood Educator
Reports to: School Principal

JOB SUMMARY:

The Designated Early Childhood Educator, as a professional and integral member of the catholic school team, in full cooperation with the classroom teacher, is responsible for co-coordinating the implementation of a full day early learning program within a catholic classroom setting while providing supervision and age appropriate catholic programming for groups of students as part of the extended day program as required.

KEY ACCOUNTABILITIES:

1. Direct service

- In co-operation with the classroom teacher plan for and provide catholic education to pupils in junior kindergarten and kindergarten.
- Collaborate with the classroom teacher in the design of programs and environments within a catholic school which will enhance children's cognitive, physical, social and emotional development.
- Design catholic curriculum to address children's identified needs, stages of development and interests and support for faith initiatives.

2. Planning and Coordination

- Participate in the implementation of instructional programs as a member of an interdisciplinary catholic school team.
- Plan programs and environments for play and activities within the catholic school setting that help children make developmental progress.
- In cooperation with the classroom teacher, develop and implement daily activities for children and lead children in activities based on the catholic curriculum
- Partner with the classroom teacher to implement and plan developmentally appropriate activities to build skills in literacy, numeracy and cognition through large and small group activities such as outlined in the catholic kindergarten program.
- Provide positive social and emotional experiences to strengthen pro-social skills such as sharing, problem solving and cooperation within the catholic community.
- Organize and supervise children on field trips.
- ✓ Assist children in washroom routings, dressing and lunchtime activities.
- Set up of catholic classroom (e.g. Display, organization of materials, etc.).
- Maintain discretion and confidentiality of student information at all times.
- While maintaining reporting relationship with school principal, work with the classroom

teacher and other members of the school team to provide effective service delivery to students.

- Work collaboratively as a team to deliver Kindergarten/Extended Day catholic program.
- Provide supervision and age appropriate catholic programming for groups of students as part of the extended day program as required, this includes; providing direction to assistant if present and ensuring a healthy and safe environment for students with diverse activities to engage students and build on prosocial and language development.

3. Documentation and Reporting

- Maintains healthy emotional and social learning contexts for children.
- Observe, monitor and assess the development of pupils in junior kindergarten, kindergarten and extended day programs.
- Reports to parents and supervisors on children's developmental progress within healthy, safe, nurturing and challenging play environments.
- Maintain all appropriate records for students (e.g. Health, attendance, etc.).
- Discuss progress or problems of children with parents and other staff members.

4. Information and Expertise

- Observe children for signs of learning disabilities or emotional problems.
- Maintain a healthy physical, emotional and social learning environment.
- Attend staff meetings, appropriate school-level meetings and professional development activities.
- Understand and work within relevant legislation including the Education Act, Early Childhood Educators Act, 2007, Health and Safety legislation, relevant Human Rights legislation with a focus on inclusion and support within the Board.

5. Back Up

- Perform other related activities assigned by the Principal with respect to junior kindergarten, kindergarten and extended day programs.
- In order to ensure prompt situational responses and interdisciplinary team co-operation provide support and assistance limited to a level which would not include assuming responsibility for duties outside the qualification requirements of the position.