

North Lambton Childcare Centre

Position: Call In Staff

Effective Date: April 1, 2017

Responsible to: Site Supervisor

Next Revision Date: April 1, 2020

Job Summary

Under the direction of the Site Supervisor and the Early Childhood Educator, the Call In Staff is responsible to carry out the daily duties within a team to provide high quality education and care to children within our programs.

Qualifications

- An Early Childhood Education Diploma and a member in good standing with the College of Early Childhood Educators or equivalent.

Requirements

- Knowledge of Emergent Curriculum and “How Does Learning Happen?”
- General understanding of the legislation as it relates to the Child Care and Early Years Act.
- Current Standard First Aid and Infant/Child CPR certification.
- Current vulnerable sector check.
- Immunizations are up-to-date in accordance with local medical officer of health.
- An ability to articulate play and inquiry based pedagogy.
- A demonstrated knowledge and understanding of child development.
- Excellent verbal and written skills.
- Is a life-long learner and is able to set goals and strategies to guide professional learning and development.

General Responsibilities

- Work in accordance with the Code of Ethics Standards of Practice with the College of Early Childhood Educators (if applicable).
- Adhere to all North Lambton Childcare Centre Policies and Procedures.
- Abide by the strategic plan: vision, mission, values and belief statements.
- Ability to use basic information technology.
- Remain current with trends and research in the early years and with professional practice in the field of early childhood education.
- Adhere to Accessibility for Ontarians with Disabilities Act standards.
- Participate in regular safety training (i.e. Worker Health and Safety Awareness, WHMIS, etc.).

Program and Practice

- Apply the approaches in “*How Does Learning Happen?*”, Ontario’s Pedagogy for the Early Years, to guide the program and curriculum.
- Apply pedagogical approaches to foster inclusive learning environments and experiences that encourage exploration, play and inquiry.
- Incorporate the four foundations to provide best experiences and outcomes for children and families:
 - Belonging
 - Well-being
 - Engagement
 - Expression

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- Provide opportunities for a variety of outdoor play experiences including gross motor and highly active play, investigating and exploring the natural world, and age-appropriate risk-taking and testing limits.
- Set up the environment to be open-ended and invitational for children to explore and express themselves.
- Incorporate the approaches set out in the NLCC Program Statement and participate in the monitoring practices to ensure these approaches are visible in the program.
- As a co-learner with children and colleagues, use a variety of techniques such as observation, documentation and reflection to inspire exploration and provocation.

Relationships with Children

- View children as competent and capable, curious and rich in potential.
- Support each child to manage their own behaviour (self-regulation). This is encouraged with positive behaviour guidance strategies.
- Support the program to be responsive to each child's development, interests, strengths and abilities.
- Foster positive warm interactions with each child.
- Promote and support an environment that is rich in culture and support the development of anti-bias learning and understanding.
- Respect the dignity and rights of each child, understanding that the prohibited practices outlined in the Child Care and Early Years Act are not condoned.

Relationships with Parents

- Foster engagement and ongoing communication with parents (i.e. dialogue, posted written documentation, etc.)
- Create an environment that welcomes in families; inviting their perspectives and providing opportunities for meaningful participation (that they are most comfortable with) on an ongoing basis.
- Engage in reciprocal relationships with parents and families to better understand their child by learning about them, with them and from them.

Relationships with Staff

- Develop positive relationships with colleagues using open communication and being respectful and supportive.
- Work collaboratively within a team to provide safe, secure, healthy and inviting environments for children and families.
- Provide input to support collaborative inquiry to share and learn with one another.

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Relationships with the Community

- Work collaboratively with team members to provide opportunities for children to explore the local community; to learn, discover and make connections with the world around them.

Health and Safety

- Ensure each child's health needs are supported and recorded.
- Ensure children are supervised at all times and ratios are maintained.
- Release children only to persons authorized by parent/guardian.
- Ensure a standard of hygiene is maintained in compliance with policies, procedures and practices.
- Respond positively and consistently to children's additional needs/requirements – diet, allergies, development, etc.
- Ensure the environment, including play materials, are safe, both indoors and out.
- Administer first aid and attend to children's ailments. Respond to serious occurrences as required and report to Site Supervisor or designate immediately.
- Promote and model good eating habits with the children.
- Ensure the safety and wellbeing for parents, caregivers and other professionals participating in our programs.
- Lift small children, equipment and supplies.
- Maintain an adequate energy level and ability to meet the physical needs of the job.
- Ensure that equipment is respected and maintained to an optimal level of safety.

Administration

- Complete appropriate forms and records, as required, in a timely fashion.
- Maintain the confidentiality of all aspects of the programs, children and families
- Maintain the daily written record book.
- Adhere to all NLCC policies and procedures and those in accordance with Child Care and Early Years Act.

Other

- Other duties as required.