JOB DESCRIPTION

| **TITLE** | EARLY CHILDHOOD EDUCATOR  |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The **Early Childhood Educator** is responsible for the implementation of [Organization Name]’s approved learning framework. They work with children from the age of three until they begin formal schooling. They address both the individual and group cognitive, social, emotional, and physical needs of children.

This position is in charge of preparing materials for the classroom, organizing activities, enforcing safety policies, addressing special needs or cultural differences, checking social and emotional development, and disciplining students.

The ideal Early Childhood Educator demonstrates patience and uses innovative methods of interacting and engaging with children.

**Duties and Responsibilities**

Overall Responsibilities:

* Plan and implement a developmentally appropriate curriculum with a focus on the age range of children in the room in which you are positioned.
* Consistently devising innovative ways to keep children actively engaged.
* Instilling knowledge in children through play and fun.
* Observe children for daily overall health and ongoing observations for signs of potential learning or behavioral concerns.
* Prepare written documentation for the Executive Director/Supervisor, parents, and/or guardian.
* Assess children's abilities, interests, and needs and discuss progress or concerns with other staff members and clients.
* Promote positive interactions and behavior guidance and direction through ongoing supervision of classroom, playground, group, individual, and routine activities.
* Engage each child individually everyday and make every effort to greet every parent, guardian, and caregiver.
* Engage in and collaborate as a team member in the care of the children and the overall operation of the program; maintain regular and open communication with peers and all other coworkers.
* Performing other related duties

**Qualifications**

* Certification Registered Early Childhood Education Certificate
* X years of experience in the same field
* Valid Standard First Aid training
* Early childhood education programs and techniques should be known
* Understanding of child development theory and practice

**Core Competencies**

* Excellent written and verbal communication skills
* Capability to maintain classroom discipline and exercise control
* Understanding of applicable safety procedures
* Capability to provide a safe and nurturing environment for children
* Capability to create and deliver educational programs and/or workshops
* The ability to explain effectively to parents and/or guardians of children
* The ability to influence and persuade others

**Working Conditions**

* This job is set in a classroom environment
* Work starts at <insert time> and ends at <insert time> from Monday to Friday
* Working long hours or after classes may be required
* Physical labour may be required; heavy lifting, pushing, or pulling of objects weighing up to 50 pounds
* Mild exposure to bodily fluids or communicable diseases