JOB DESCRIPTION

| **TITLE** | CHILDCARE WORKER | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The **Child Care Worker** is accountable for the safety and well-being of the children in their care while their families are at work. They supervise the children throughout the day to ensure that they play and interact in a safe and appropriate manner.

The Childcare Worker tends to the needs of children while also promoting early development. They may also assist younger children with kindergarten preparation or older children with homework.

**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
* Knowledge of the Occupation Health and Safety Act
* 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
* Typical working hours are: [insert]
* Working long hours or after classes may be required
* Physical labour may be required; lifting, pushing, or pulling of objects weighing up to 50 pounds.