

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

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| <b>POSITION TITLE:</b>                         | <b>Early Childcare Assistant (ECA)</b>                 |  |
| <b>Department:</b>                             | Daycare  |  |
| <b>Reports to (Title)</b>                      | Supervisor of Vanastra Early Childcare Learning Centre |  |
| <b>Job Description last updated on (Date):</b> | <b>July 7, 2023</b>                                    |  |

| <b>POSITION DETAILS</b>                           |   |
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| Position Status (full-time/part-time/seasonal)    | Full-Time and Part Time   |
| Primary Work Location                             | Vanastra Early Childhood Learning Centre  |
| Pay Method (salary/hourly)                        | Hourly  |
| Normal Workweek (# of hours)                      | Full-Time = 40 hours / week<br>Part-Time = up to 25 hours per week                  |
| Overtime Status (paid/unpaid/rate/after x# hours) | Full-time = Time in lieu after 40 hours<br>Part-Time = paid after 44 hours per week |
| Benefits:   | OMERS? YES<br>Group Benefits? YES for Full-Time/NO for Part-Time                    |

| <b>GENERAL DESCRIPTION (OVERVIEW) OF POSITION</b>   |                          |
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| To provide direct supervision of children in a safe, nurturing, inclusive, diverse and socially competent, and developmentally enriching environment through the implementation of planned programming.   |                          |
| <b>1.</b>   | <b>Scope of position</b> |
| <ul style="list-style-type: none"> <li>i. Executes the programs and activities of the Centre through observation and scaffolding.</li> <li>ii. Adheres to Centre and Legislative policies and procedures to ensure the safety of the children and coworkers.</li> <li>iii. Reports specific health concerns, accidents or occurrences to the Manager for further consultation.</li> </ul> |                          |

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| <b>2.</b>   | <b>Key Responsibilities</b> |
| <ul style="list-style-type: none"> <li>i. Provide direct supervision of children; ensure proper staff-child ratio is maintained at all times.</li> <li>ii. Create and present daily &amp; weekly program plan to Manager for approval.</li> <li>iii. Implement the teaching of age-appropriate activities to enhance children's developmental skills (ie. cognitive, fine motor, gross motor, creativity, sensitivity, sensory, social and emotional, cooperation, turn-taking, problem solving, respect for self and others and self-help skills)</li> </ul> |                             |

- iv. Implement learning goals in the classroom as outlined by third party agencies, and approved by Manager.
- v. Provide input into how to make adaptations to the programming, schedule and environment so that children can participate to the best of their ability and all children can be included.
- vi. Create a minimum of two meaningful documentations per week of children’s play, learning development, and interactions to provide to parents/guardians.
- vii. Complete all required forms set out by the Centre and governing bodies.
- viii. Ensure that the child’s environment is healthy, safe, and welcoming at all times.
- ix. Ensure the children are dressed appropriately for indoor and outdoor activities, including sun protection, clothing and accessories.
- x. Maintain cleanliness of classroom through regular tidying and sanitation of toys.
- xi. Support children with hygiene routines (ie. diapering, toileting, handwashing, wiping noses etc.), proper eating techniques, and dressing.
- xii. Be aware of children’s dietary needs, any allergies or medical conditions and have knowledge on how the properly care for the child in case of emergency.
- xiii. Respond promptly to parent/guardian queries and requests.
- xiv. Provide ongoing support to parents/guardians to meet daily challenges.
- xv. Resolve parent/guardian concerns and complaints and inform Manager.
- xvi. Identify and refer children with specific health, learning and/or behavioural challenges to the Manager for further consultation.
- xvii. Maintain confidentiality of all information related to the children, their parents/guardians and other staff.
- xviii. Communicate effectively and professionally with children, parents/guardians, other staff, and agency professionals.
- xix. Work cooperatively with team members to ensure necessary workflow and coverage.
- xx. Provide backup and support to other staff in the Centre as necessary.
- xxi. Remain up to date on and adhere to policies and procedures.
- xxii. Ensure work is performed in a safe manner according to health and safety guidelines and procedure.
- xxiii. Assist with the ongoing operation of the Centre by following daycare licensing requirements and attending regular staff meetings and professional development days as required.
- xxiv. Performs other related duties as assigned.

## SECTION A: SKILLS

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| <b>1.</b> | <b>Knowledge</b>  |
| <b>a)</b> | <b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>  |
|           | <ul style="list-style-type: none"> <li>• Minimum High School Diploma</li> <li>• Some Post Secondary education in a related field (ie. Child Youth Worker, PSW, Social Work etc.)</li> </ul> |
| <b>b)</b> | <b>Formal Training (designation(s) or certification(s)) required:</b>   |
|           | <ul style="list-style-type: none"> <li>• Current First Aid CPR with AED</li> <li>• Must have up to date Immunization and Health Assessment as per the local Ministry</li> </ul>             |

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|   | of Health   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
|   | <ul style="list-style-type: none"> <li>• Must maintain clear Vulnerable Sector Reference Check</li> </ul>   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| <b>c)</b>                                     | <b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
|   | <ul style="list-style-type: none"> <li>• Minimum of one (1) year of experience in Early Childhood Education.</li> <li>• Experience working with job related software (Microsoft Office, iOS).</li> <li>• Demonstrated knowledge of relevant legislation, licensing and regulations.</li> <li>• Must be able to attend Professional Development Days as required.</li> <li>• Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.</li> <li>• Must ensure a high level of confidentiality and professionalism at all times.</li> </ul> |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| <b>d)</b>                                     | <b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>  |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
|   | <table border="1"> <tr> <td>Time Management</td> <td>Teamwork</td> </tr> <tr> <td>Leadership</td> <td>Confidentiality</td> </tr> <tr> <td>Computer knowledge/skills</td> <td>Communication skills (written &amp; oral)</td> </tr> <tr> <td>Customer Service Skills</td> <td>Conflict resolution</td> </tr> <tr> <td>Knowledge of statutes: Provincial regulations</td> <td>Presentation Skills</td> </tr> </table>  | Time Management | Teamwork | Leadership | Confidentiality | Computer knowledge/skills | Communication skills (written & oral) | Customer Service Skills | Conflict resolution | Knowledge of statutes: Provincial regulations | Presentation Skills |
| Time Management                               | Teamwork  |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| Leadership                                    | Confidentiality   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| Computer knowledge/skills                     | Communication skills (written & oral)   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| Customer Service Skills                       | Conflict resolution   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |
| Knowledge of statutes: Provincial regulations | Presentation Skills   |                 |          |            |                 |                           |                                       |                         |                     |   |                     |

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| <b>2.</b> | <b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>  |
|           | <ul style="list-style-type: none"> <li>• Decisions on routine matters are required periodically.</li> <li>• Decisions regarding major/complex issues are to be referred to Manager.</li> <li>• A high level of confidentiality is required at all times.</li> </ul> |

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| <b>3.</b> | <b>Communication – written, verbal and interpersonal</b>                                     |
|           | a. Excellent interpersonal and communication skills are essential                            |
| <b>a)</b> | <b>Internal contacts (council, managers, non management staff)</b>                           |
|           | CAO, Department Heads, and staff   |
| <b>b)</b> | <b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b> |
|           | General public, suppliers, government, professionals, ministry contacts, and boards.         |
|           | <b>Nature of the communication:</b>  |

- Communicates frequently with Manager, children, coworkers and parents/guardians, building and maintaining positive relationships.
- Communication of complex information, and communicating with difficult people and situations can occur.

## **SECTION B: EFFORT**

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| <b>1.</b> | <b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b> |
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|  | <ul style="list-style-type: none"> <li>• Concentration required at all times.</li> <li>• Some complexity to work, analysis and problem solving.</li> <li>• High level of confidentiality at all times.</li> </ul> |
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| <b>2.</b> | <b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b> |
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|  | <ul style="list-style-type: none"> <li>• Manual dexterity for using computer keyboard, high volume of work at times.</li> <li>• Moderate level of physical activity including, but not limited to, lifting children, bending standing, climbing, running and walking.</li> <li>• Must be able to lift up to 50lbs</li> </ul> |
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## **SECTION C: RESPONSIBILITY**

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| <b>1.</b> | <b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b> |
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|  | <ul style="list-style-type: none"> <li>• Performance of duties has an immediate effect on the provision of programs/services, and the safety Centre participants.</li> <li>• Frequent contact with the public.</li> <li>• High degree of responsibility for child health and safety.</li> <li>• Significant consequence as a result of errors</li> </ul> |
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| <b>2.</b> | <b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b> |
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|  | <ul style="list-style-type: none"> <li>• Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health and Safety, and the Child Care and Early Years Act.</li> <li>• Expected to attend required training and Professional Development Days.</li> </ul> |
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| <b>3.</b> | <b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b> |
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|  | <ul style="list-style-type: none"> <li>• Assists with storage and maintenance of material or information for the Department; informs Manager of materials that need to be ordered in a timely manner</li> <li>• Uses small equipment and appliances safely</li> <li>• Responsible for adherence and compliance to information technology security measures</li> </ul> |
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| <b>4.</b>   | <b>Financial Resources – budgets, treasury, accounting and confidentiality</b> |
| <ul style="list-style-type: none"> <li>• Expected to work within scope of departmental budget.</li> <li>• Expected to provide preapproved expenses to Manager for approval.</li> <li>• Work may be of confidential nature.</li> </ul> |  |

**SECTION D: WORKING CONDITIONS**

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| <b>1.</b>   | <b>Physical surroundings and hazards</b>   |
| <ul style="list-style-type: none"> <li>• Works in a pleasant physical environment.</li> <li>• Exposure to communicable diseases such as flu, colds etc.</li> <li>• May be exposed to biohazardous materials, including bodily fluids, vomit, urine etc., requiring appropriate handling and disposal</li> <li>• Minimal exposure to hazards. Minimal risk of injury.</li> </ul> |  |
| <b>2.</b>   | <b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b> |
| <ul style="list-style-type: none"> <li>• Many interruptions.</li> <li>• Frequent contact with the public.</li> <li>• Low level of monotony;</li> <li>• Normal deadline requirements;</li> <li>• Frequent requirement to adjust work schedule; must have flexibility with work hours to ensure Centre staffing needs are met.</li> </ul>   |  |

**SECTION E: APPROVAL**

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| <b>Employee Approval</b>  |  |
| <b>I have reviewed the above job description and agree it is accurate and complete.</b> |  |
| Name  |  |
| Signature   |  |
| Date  |  |

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| <b>Supervisor Approval</b>  |  |
| <b>I have reviewed the above job description and agree it is accurate and complete.</b> |  |
| Supervisor Name   |  |
| Supervisor Signature  |  |
| Date  |  |

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| <b>Next Level of Supervision (If applicable)</b><br><b>I have reviewed the above job description and agree it is accurate and complete.</b> |  |
| Supervisor Name   |  |
| Supervisor Signature  |  |
| Date  |  |