



Rural Frontenac Community Services

Job Description EarlyON Part time and Supply staff

Position: Part Time and Supply
Supervisor: EarlyON Supervisor
Location: Frontenac County

The EarlyON staff are responsible for the delivery of high quality EarlyON programming which is welcoming, inclusive, integrated, and community led. All EarlyON programming is to be delivered within the context of the Provincial Pedagogical Framework, including *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, and in accordance with the College of Early Childhood Educators *Code of Ethics and Standards of Practice*.

Job Responsibilities

1. Support early learning and development by building strong and responsive relationships
 2. Create a welcoming, inclusive and integrated environment in accordance with How Does Learning Happen
 3. Participate as a Rural Frontenac Community Services team member
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- 1. Support early learning and development by building strong and responsive relationships**
 - a) Engage parents and caregivers through discussions and information sharing
 - b) Make connections to families by responding to and supporting parent/caregiver concerns about their child's development
 - c) Link parents to community resources and regulated health professionals
 - d) Share information with families about programs and services available to support whole families beyond the early years
 - e) Ensure up to date annual registrations are completed
 - f) Collect attendance and complete daily program logs
 - 2. Create a welcoming, inclusive and integrated environment in accordance with How Does Learning Happen**
 - a) Welcome families to the EarlyON
 - b) Maintain high quality learning environment in accordance with the pedagogy for the Early Years
 - c) Maintain safe, clean and well organized learning environments
 - 3. Participate as a Rural Frontenac Community Services team member**
 - a) Work collaboratively with staff team to ensure smooth functioning of EarlyON programs
 - b) Assume responsibility for ongoing professional development
 - c) Attend meetings; trainings; agency functions as required
 - d) Role model professional behaviour and positive communication with participants, volunteers, affiliates and community members
 - e) Promote culture of health and safety

Qualifications and Experience

- Current standard First Aid and CPR-C certification
- Current CPIC with Vulnerable Sector Screening

March 2024



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Knowledge and Skills / Core Competencies

- Strong understanding of child development and the role of the parent as first teacher and expert on their child
- Demonstrated competency in forming strong, positive, responsive and professional relationships with children, families, caregivers and staff
- Strong working knowledge of community resources and working with families in rural communities
- Enthusiasm and interest in working with young children and their families
- Ability to work independently, within a team and able to take direction from staff
- Reliable and dependable
- Excellent communication skills – written, oral, listening and non- verbal
- Exercise sound judgement and accommodate competing demands
- Healthy and able to meet the physical demands of working with young children