



# Rural Frontenac Community Services

## EarlyON Registered Early Childhood Educator (RECE)

### Job Description

*RFCS is committed to an inclusive workplace where everyone is treated with respect, dignity, and fairness. We advocate for underrepresented groups, including the LGBTQ2S+ community, Indigenous peoples, linguistic minorities, persons with disabilities, youth, older workers, newcomers, and all visible minorities. We acknowledge that diverse employees bring enriching experience-based knowledge to the workplace and our services.*

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|-----------------------|-----------------------------------------------------------------------------|
| <b>Position:</b>      | Full time Contract                                                          |
| <b>Hours of work:</b> | 35 hours a week, with weekends and special events                           |
| <b>Supervisor:</b>    | EarlyON Supervisor                                                          |
| <b>Location:</b>      | Frontenac County – permanent locations in Sydenham, Shabot Lake, and Verona |

The EarlyON Registered Early Childhood Educator is 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. Implement emergent programming
  4. 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
    - d) Maintain positive working relationships across all EarlyON sites
    - e) Participate in site and program evaluations as required
    - f) Outreach to families not accessing services and develop strategies to engage them



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## **3. Implement emergent programming**

- a) Encourage exploration, play and inquiry through both planned and spontaneous emergent curriculum experiences
- b) Ensure that curriculum and environments are led by the emergent interests of the program participants and responsive to and inclusive to a range of families
- c) Create ongoing pedagogical documentation within the program site
- d) ensure the policies and procedures of the agency and the CMSM EarlyON Operating Manual are adhered to in the delivery of EarlyON programs

## **4. 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**

- Diploma or degree in Early Childhood Education
- A member in good standing with the College of Early Childhood Education
- Current standard First Aid and CPR-C certification
- Current CPIC with Vulnerable Sector Screening
- Glass G driver's license

## **Knowledge and Skills / Core Competencies**

- Strong understanding of play and inquiry based learning
- Strong understanding of the role of the learning environment
- Strong understanding of child development and the role of the parent as first teacher and expert on their child
- Experience in forming strong, positive, responsive and professional relationships with children, families, caregivers and staff
- Demonstrated competency in pedagogical documentation
- Strong understanding of the importance of pedagogical documentation in programs
- 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
- Reliable and dependable
- Excellent communication skills both written and verbal
- Exercise sound judgement and accommodate competing demands
- Healthy and able to meet the physical demands of working with young children