

# Oakville Parent-Child Centre

## RECE Educator – Licensed Childcare

Part-time hourly  
Approximately 20 – 25 hours plus a week  
*Monday to Friday*

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**Revision date:** 03/30/2022  
**Accountable to:** Licensing Supervisor  
**Directs Activities of:** Childcare Assistants, students and volunteers in licensed programs

### ROLE OF THE LICENSED CHILDCARE RECE

As a part time Educator working in licensed programs, you are interested in contributing to the well-being of children by providing a creative program, which is licensed under the CCEYA. Your creativity, flexibility and initiative allows you to create fun, welcoming, enriched and inclusive environments for children. RECEs will provide a stimulating learning experience for children and their families and develop positive relationships based on acceptance, a sense of belonging and respect.

### Job Description/Responsibilities:

- Create and maintain an environment that protects the health, security and well-being of children
- Understand and implement OPCC's program statement including the four foundations of How Does Learning Happen in the program
- Adhere to all government regulations and requirements including CCEYA, Public Health, Region of Halton and Quality First
- Support inclusion of children with special needs, working collaboratively with their parents/caregivers and community professionals
- Commit to raising quality care indicators through participating in the Quality First Initiative
- Develop and implement an emergent curriculum applying core concepts of a Reggio Inspired philosophy
- Build upon the foundational knowledge into deeper reflection and investigation of children's thinking, development, and the role of the educator using the Provincial documents "How Does Learning Happen?", "Think Feel Act" and "ELECT"
- Create documentation for the program
- Utilize a variety of teaching techniques including modeling, active listening, observing, questioning, demonstrating, supporting and encouraging children

- Observe children for the purpose of creating learning opportunities that promote development within social, emotional, cognitive, language, sensory and physical domains
- Create an atmosphere which builds upon individual learning styles, interests, and celebrates the cultural and ethnic diversity of the children and their families
- Maintain accurate daily record keeping of attendance sheets, daily log books, accident and illness reports, administration of emergency medication, water flushing, sanitary practices, individual plans, integration binders, emergency procedures, planning sheets and displays in classroom as appropriate
- Responsible for purchasing materials and supplies for the program within the available budget
- Complete and review childcare assistant's monitoring compliance of the program statement and performance appraisals as required
- Oversee ECE students and complete evaluations forms as required
- Establish and maintain collaborative relationships with co-workers, parents, resource consultants and community professionals working with children
- Provide parents with appropriate support, information and referrals
- Access and utilize Family Services Coordinator and other internal resources to support families
- Communicate any concerns, issues, or updates regarding children and program to supervisor
- Participate in Community and Special Events which support the membership and promote the work of OPCC
- Maintain a healthy and a safe working environment for themselves and others
- Perform other duties as assigned by the supervisor

**Qualifications and Skills:**

- Registered Early Childhood Educator, in good standing and/or Bachelor of Early Childhood Education and/or equivalent
- Experience working in a child care environment with children 18 months to 6 years
- Computer literate with working knowledge of word, email, publisher etc.
- Excellent written and verbal communication skills
- Familiar with How Does Learning Happen?, ELECT and Think Feel Act
- Understanding and ability to complete pedagogical documentation/learning stories
- Ability to interact professionally with others
- Ability to multi-task
- Approachable, flexible and able to develop excellent relationships with children and families
- Creative, organized and self-starter
- Works well in a team environments and works well independently
- Must have a reliable means of transportation
- Current (within 6 months), criminal reference check with vulnerable sector screening
- Valid certificate in Standard First Aid including Infant & Child CPR