

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Early Childhood Educator

REPORTS TO: Junior School Principal

PRIMARY FUNCTION

To assist the administration and faculty with the implementation and smooth operation of the daily routine at the Early Primary Learning Centre (EPLC) and Junior School. Responsibilities will be overseen by the Junior School Principal. The primary function is to instruct, supervise and provide care of the EPLC and Junior School students. In addition, the Early Childhood Educator will plan and operate the daily after-school, extended day programs, and Camp Albert.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Early Childhood Educator will assist with the instruction, supervision and care of students in the Junior School. These duties include:

- Knowing and working within the Ministry of Education expectations and policies to ensure compliance under the Child Care and Early Years Act
- Supervising students on the playground and in the classroom
- Planning and implementing academic programs in the EPLC
- Assisting with lunch and snack distribution
- Assisting students with toileting needs as necessary
- Supervising on field trips
- Assisting in walking EPLC students to and from the Junior School or Senior School, if required
- Assisting with special school activities and events
- Attending faculty/staff meetings as required
- Assisting in supervision of dismissal and pick-up routines each day
- Working as part of a team with Junior School and EPLC faculty to ensure a safe, enjoyable and family-centered learning environment
- Performing other related support duties as may arise from time to time at the request of the Principal for e.g. special events

- Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

After-School Program

- Planning and coordinating the after-school program
- Maintaining attendance records for the after-school program
- Ensuring children are picked up in a safe manner
- Communicating with parents regarding any issues or information involving the program
- Ensuring security of the school by following a consistent lock-up routine at the end of the work day

Extended Day Program

- Planning and coordinating the extended day program for registered Junior School students in concert with the College's break schedule.
- Extended care responsibilities will be shared with another staff member.

Camp Albert

- Planning and coordinating Camp Albert with another staff member, for registered Junior School students in March, June and July if required.

SCHEDULE

- Work schedules will be determined by the Junior School Principal
- Lunch breaks are one hour, unless otherwise arranged.
- Extended Care final dates will be determined with the Junior School Principal
- Fill-in for absent employees, if required.