



Early Childhood Educators

Administrative Procedure 2.B.125

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: Education Administration Act - Regulation 23/2000

Date Adopted: October, 2011

Date Amended:

Philosophy

Evergreen School Division believes in fostering respect, caring and good communication within and outside the school division. Employees of the division are expected to honor these values in their daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

Evergreen School Division believes that the early years are critical to future development. The Kindergarten Here I Come Program is designed to welcome children to school, strengthen skills, and foster strong parental involvement in childrens' learning.

Early childhood educators will plan and organize activities for children enrolled in Kindergarten Here I Come program. They will lead children in activities to stimulate and develop their intellectual, physical and emotional growth. Under the supervision of the principal, the Early Childhood Educator will perform the following duties:

RESPONSIBILITIES AND DUTIES

Early childhood educators perform some or all of the following duties:

- Develop and implement daily activities for children using Evergreen School Division's *Kindergarten Here I Come Curriculum* as a resource.
- Lead children in activities by telling or reading stories, teaching songs, demonstrating the use of simple musical instruments, preparing craft materials and demonstrating their use, providing opportunities for creative expression through the media of art, dramatic play, music and physical fitness, and taking the children to local points of interest
- Guide children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems
- Discuss progress or problems of children with parents and Principal as appropriate
- Share verbally and/or submit written observations/reports on children to Principal as appropriate
- Attend meetings and workshops to develop and discuss new teaching methods as appropriate

SKILLS AND QUALIFICATIONS

Early childhood educators require the following skills and abilities:

- enjoy spending time with children and looking after their physical, educational and emotional needs
- ability to speak clearly, inspire trust and confidence and motivate students
- be able to model appropriate behaviour and language and to practice proper hygiene
- ability to deal creatively and effectively with problems
- ability to use different teaching methods
- ability to take responsibility
- good organizational skills
- ability to work cooperatively with other teachers, support staff, and parents
- ability to be patient and kind, but firm when necessary.

EMPLOYMENT REQUIREMENTS

- Early Childcare Educator II (ECEII) or Early Childhood Educator III (ECEIII) licensed by Manitoba Family Services and Housing
- CPR and First Aid
- Criminal Record Check / Child Abuse Registry Check prior to starting work.