



India Rainbow Community Services of Peel (IRCS)

Early Childhood Education Student Placement

Department: Care for Newcomer Children (CNC)		
Responsibilities and Duties: <i>(but not limited to)</i>		
<ul style="list-style-type: none"> ▪ Under the direction and guidance of the Lead ECE: <ul style="list-style-type: none"> ▪ Care for and supervise children ▪ Ensure a safe and secure environment for all participants ▪ Assist in the development of childcare activities including crafts, music, storytelling, games and plays ▪ Assist in planning snack breaks ▪ Conduct safety checks of the childcare area, including monitoring & inspecting equipment/toys ▪ Report all accidents or unusual incidents to the ECE ▪ Set up and take down of program equipment, including cleaning & maintenance of toys and equipment ▪ Provide regular updates on the activities and accomplishments of participants to the ECEs ▪ Become familiar with agency programs, services, practices and staff ▪ Complete all tasks and responsibilities within assigned timelines ▪ Notify supervisor of absences and or lateness ▪ Adhere to the mission, guiding principles and values of the organization and the CNC program ▪ Maintain confidentiality of clients, staff and peers ▪ Represent IRCS in a professional manner at all times ▪ Arrive on time and be committed to the agency and the agreed upon hours ▪ Other administrative duties as required 		
Qualifications and Skills:		
<ul style="list-style-type: none"> ▪ Currently enrolled in a post-secondary Early Childhood program ▪ Must have a genuine interest in the welfare and safety of children, be patient, caring, cheerful and flexible ▪ Proven ability in working as a collaborative team member ▪ Should be physically capable of holding or carrying a small child ▪ Good written and verbal communication skills in English and an understanding of one or more languages ▪ Demonstrate an awareness of the organization and its programs/services and community needs ▪ Respectful of confidentiality ▪ Ability to take direction from staff at all levels ▪ The following is mandatory for this position: <ul style="list-style-type: none"> ▪ Current Criminal Record Check including Vulnerable Screening ▪ Current CPR & First Aid certification ▪ Proof of up-to-date immunizations ▪ A two-step TB skin test 		
Approved By: Gurpreet S. Malhotra, Executive Director		Date Approved: July 14, 2014
Student Placement		
Name:	Signature:	Date: / /

Note: This position description is not intended to be all-inclusive. The student placement may perform other related duties to meet the ongoing needs of the organization and their placement.