

## JOB POSTING

**Job Position:** Lead - Early Childhood Educator  
**Department:** Community Services  
**Status:** Monday to Friday – 35 hrs per week

Indus Community Services is an accredited, not-for-profit agency serving our local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government.

**Vision:** Leaders in building strong and supportive communities.

**Mission:** Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

### **Position Summary:**

Under the general guidance of the Manager, the incumbent will plan and implement a culturally sensitive childminding program for children of parents attending Language classes, and ensure the program meets all the mandatory requirements set out by the Ministry of Citizenship and Immigration and Childminding Monitoring Advisory and Support (CMAS).

### **Responsibilities and Duties:** *(but not limited to)*

- Provide a safe and positive environment for children on a daily basis, in a professional manner
- Maintaining a client-centered approach, and be sensitive to newcomer parents
- Give orientation to new parents and communicate with them regularly
- Plan and implement age-appropriate activities and routines for children in different age-groups
- Arrange for staff cover, supplies and program plan for school age children when they are in the program
- Mentor and train volunteers/placements students
- Ensure that the program meets all the mandatory requirements for the annual CMAS monitoring visit
- Check children for injuries or illness as they arrive
- Supervise other childminding staff, ensure appropriate coverage during absence
- Ensure the room is set-up appropriately and that preparations are complete prior to the children's arrival
- Ensure all mandatory safety requirements are up to date and current
- Maintain attendance and other administrative records
- Ensure updated immunization records of all children enrolled in the program is on file
- Demonstrate in practice a good understanding of children's growth and development
- Monitor children's behavior with each other and intervene as needed
- Monitor all entrances and exits at all times and ensure that children are always supervised
- Plan and conduct monthly fire drills
- Assist LINC parents and children during field trips
- Inspect and maintain toys and equipment to ensure children's safety, including verifying recalled items
- Behave appropriately with the children, individually and in groups
- Assume an equal share of housekeeping responsibilities
- Respond sensitively to the cultural heritage, values and individual experiences of children
- Purchase of program supplies and material
- Produce monthly reports and/or statistical reports for the program
- Attend, promote and provide assistance to designated community/outreach activities involving Indus
- Perform other duties as assigned
- Must be able to attend meetings and professional development activities when required

### **Qualifications and Skills:**

- Diploma in Early Childhood Education (E.C.E.) and related work experience
- Maintain current membership with the College of Early Childhood Educators Ontario
- Must have current CPR and First Aid Certification
- Immunization record and valid TB clearance certificate from a medical practitioner
- Police clearance certificate
- Excellent communication, interpersonal and problem-solving skills
- Strong sensitivity to working with children from diverse backgrounds
- Strong attention to detail and flexible to deal with changing demands of the job
- Ability to work both independently and as a team member
- Knowledge of a second language is an asset



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**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@induscs.ca](mailto:hr@induscs.ca) by 12:00pm, September 22<sup>nd</sup>, 2017. Please ensure your application email has the subject heading of 'Lead ECE - (insert your name)'**

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

*Posting Date: August 31<sup>st</sup>, 2017*