

1.1 Job Descriptions

Overview

Writing job descriptions is an important step in planning and staffing your programs. Job descriptions should give a full overview of the role, how it relates to the company's vision, an overview of key responsibilities, and education and qualification requirements.

For this resource, beyond the job summary and core competencies sections (generalized for all job description), the job description samples are listed by the following positions and include possible descriptors for responsibilities organized by core competency categories, when applicable, education and qualifications, and knowledge/skills and other requirements:

- Supervisor
- Educator
- Enhanced Program Support Staff/Enhancement Staff/ Early Childhood Assistant
- Cook

Job Description

See the resource 1.1.1 **Job Description Template** for your use.

Job description consists of the following:

1. Job Summary
2. Core Competencies
3. Responsibilities
 - 3.1 Supervisors
 - 3.2 Educator
 - 3.3 Enhanced Program Staff/Enhancement Staff/Early Childhood Assistant
4. Education and Qualifications
5. Knowledge/Skills and other Requirement

The rest of the document will provide necessary information to fill in these areas. Please use the template in tandem provided in section 1.1.1 with the material below.

1. JOB SUMMARY

The job summary is a brief, 3-4 sentence, overview of the role and the purpose of the job. It can be short and sweet and is an introduction to the information you will include in the main sections of the job description.

2. CORE COMPETENCIES

Communication: Communicate in a thorough, clear, and timely manner to support information sharing and goal achievement across the association.

Leadership: Use appropriate interpersonal styles and methods to guide individuals or groups toward achieving results.

Initiative: Do the right thing at the right time without being asked.

Problem solving: Identify an issue, gather, and process relevant information. Come up with possible solutions selecting appropriate responses and implement them.

Coaching and Development: Commit to assisting participants, volunteers, staff and self in continuous learning and development.

Concern for Health and Safety: Acknowledge and understand how to manage and educate others about risk and harm reduction.

Creativity and Innovation: Develop new ways or adapts existing ideas to help achieve desired results. Challenge the status quo to discover more effective ways of performing.

Flexibility and Adaptability: Able to work quickly and efficiently despite ambiguity, adjust to customer needs, respond to unforeseen opportunities and issues with confidence. Integrate the latest information as it becomes available.

Teamwork: Work cooperatively and effectively with others to reach a common goal. Participate actively in group activities fostering a team environment.

3. RESPONSIBILITIES

3.1 SUPERVISOR

CHILD CARE PROGRAMMING RESPONSIBILITIES

Motivate, train, and develop a diverse workforce and provides an environment conducive to achievement and growth.

Adhere to the guidelines and regulations of the Child Care and Early Years Act and the child care policies and procedures.

Ensure the employees are compliant with legislative requirements e.g., maintaining updated immunizations, physicals, and police checks.

Responsible for the recruitment, selection, hiring and orientation of all new staff and volunteers to the centre.

Responsible for maintaining all program forms and files in accordance with the Child Care and Early Years Act.

Ensure ministry ratios are always followed throughout the day.

Develop, maintain and implement a record keeping system for confidential records.

Review all required policies and procedures prior to providing care and guidance and then annually, or as needed, signing a record of this review once completed.

Review and ensure all accident and incident reports and documentation is accurate and completed with the required detail in a professional manner (objective, neat, correct spelling/grammar, etc.)

Responsible for overseeing the ordering of Centre supplies, including food.

Completes all administrative paperwork required by regulatory bodies.

Oversee the preparation and implementation of program plans ensuring a wide variety of developmentally appropriate activities including social, creative, emotional, cognitive and physical activities are provided.

Develop and enforce programming for special events and guide staff to inject creativity into their programming.

Available to work within the needs of the centre when required due to on-site emergency, staff shortage, staff meetings, management meetings, etc.

COMMUNICATION RESPONSIBILITIES

Maintain open lines of communication and positive relationships with staff, parents/caregivers and external contacts.

Respond to parents/caregivers' questions, concerns, and program related requests and shares information with all staff to ensure consistency within the centre.

LEADERSHIP RESPONSIBILITIES

Responsible for supervising and evaluating staff performance.

Complete staff performance reviews and behaviour management annually.

Managing attendance and punctuality of all staff and placement students and maintain supply staff list.

Assist and provide leadership to staff in completing developmental profiles and conducting parent/caregiver - teacher interviews.

Display leadership skills and support coworkers to promote enthusiasm and create a positive environment.

Responsible for establishing clearly defined and effective action plans for staff including short and long-term goals.

INITIATIVE RESPONSIBILITIES

Advocate for young children, the field of Early Childhood Education and the families of the centre.

Notifies the appropriate authority of all serious occurrences, suspected child abuse and communicable diseases.

PROBLEM SOLVING RESPONSIBILITIES

Facilitates appropriate and timely solutions when conflict arises.

COACHING AND DEVELOPMENT RESPONSIBILITIES

Attend professional development workshops and keeps up to date with current best practices in Early Childhood Education

Demonstrate actions that are reflective of Ontario's Pedagogy for Early Year "How Does Learning Happen?"

Provide direction to supply staff, co-op students, and volunteers, offering assistance and direction when necessary.

Support and mentor co-op students throughout their placement

Oversee quality care to children and families through the coaching and development of centre staff.

Actively and constructively participates in self-reflection reviews.

HEALTH AND SAFETY RESPONSIBILITIES

Ensure all food preparation and sanitation regarding meal and snack preparation meet all the requirements according to the Health and Safety and Child Care and Early Years Act.

Delegate and/or perform maintenance duties to ensure a safe and healthy environment for all children. These duties include but are not limited to, disinfecting toys and equipment, laundry, and other cleaning as assigned by the management team.

Review compliance for Provincial Licensing in Child Care Licensing System (CCLS) i.e., Public Health, fire drills, playground inspections etc.

CREATIVITY AND INNOVATION RESPONSIBILITIES

Market and promote the centre to prospective parents/caregivers

FLEXIBILITY AND ADAPTABILITY RESPONSIBILITIES

Display flexibility within the team.

Adapt to constant interruptions, deadlines and changes of priorities with a significant degree of concentration.

TEAMWORK RESPONSIBILITIES

Plan and participate in regularly scheduled staff meetings.

Arrange staffing coverage when needed (staff call ins and last-minute scheduling)

ORGANIZATION RESPONSIBILITIES

Ensuring staff schedules are always reflective of the needs of the centre meeting ratios.

Ensure and facilitate the smooth functioning of all aspects of the centre in order to best serve the team, children and families

Maintain bulletin board postings, and ensure required information is posted and readily available to the members of the centre.

Implement and monitor the established annual financial plan for the centre to ensure targets are achieved (financial, enrollment, staffing ratios). Identify variances and address any areas of concern.

FINANCIAL RESPONSIBILITIES

Complete accurate billing information (prepare monthly statistics and financial reports) for all families and the collection of fees

Prepare and submit monthly invoice to the County for purchase of service and make correct data entries

Responsible for petty cash

Approve and submit time sheets to payroll

Coordinate and implement all purchasing needs for the child care centre

EDUCATION/QUALIFICATIONS

Early Childhood Education diploma or equivalent (Recreation and Leisure Degree/ Diploma, Child and Youth Worker, Ontario College of Teachers qualified Teachers, subject to Ministry of Education director approval)

Member in good standing with the College of Early Childhood Educators in Ontario for qualified ECE candidates.

Current Standard First Aid & CPR certification

Workplace Hazardous Materials Information System (WHMIS) Certified

KNOWLEDGE/SKILLS AND OTHER REQUIREMENTS

Functional judgement and decision-making skills concerning child guidance and behaviour management

2-3 years of experience in a licensed child care setting

Thorough knowledge of the Child Care and Early Years Act and related requirements

Thorough knowledge of How Does Learning Happen? Ontario's Pedagogy for Early Years (HDLH).

Excellent oral and written communication skills

Current Police Record Check with Vulnerable Sector Check

Up to date Record of Immunization (As per requirements of the local Ministry of Health)

Computer skills to maintain records and documentation

Financial experience to maintain financial statements, balance and maintain funds

3.2 EDUCATOR

RESPONSIBILITIES

CHILD CARE PROGRAMMING RESPONSIBILITIES

Plan and implement age-appropriate activities based on the How Does Learning Happen? Ontario's Pedagogy for Early Years (HDLH).

Present a safe, clean and visually appealing environment in accordance with Ministry of Education regulations and the child care policies and procedures, including areas for songs, stories, creative art, circle/gathering time activities, gross motor activities, dramatic play, sensory and science.

Examine the environment and make thoughtful and intentional changes based on the needs of the children.

Change the toys and equipment in the program on a regular basis (weekly, monthly)

Ensure that program plans are followed as outlined, and that supplies and materials are available prior to the implementation of the program.

Encourage children to problem solve, play cooperatively, share, learn and participate in activities in the program.

Support and care for the holistic needs of all children in the program i.e., toileting, proper hygiene for children, head lice check etc.

Encourage parents/caregivers' involvement and engagement in documentation and observations, as outlined in the Program Statement.

Encourage children's independence during mealtime (self-serving philosophy), promote fun and positive communications during mealtimes, in a family style setting.

COMMUNICATION RESPONSIBILITIES

Demonstrate clear and concise written and verbal communication skills – maintaining daily logs, forms and documentation, ensuring any variation in the daily program is noted in a written record.

Communicate safety concerns to supervisor or lead staff.

Interact and maintain effective communication with children, families, staff, and community partners.

LEADERSHIP RESPONSIBILITIES

Act as a professional role model for children, volunteers, students, and fellow staff.

Maintain confidentiality of all information related to the centre, children, families, and staff.

INITIATIVE RESPONSIBILITIES

Follow all Child Care Early Years Act (CCYEA) requirements as well as all child care program policies and procedures.

Understand and abide by the Ontario's College of Early Childhood Educators (CECE) Code of Ethics and Standards of Practice

PROBLEM SOLVING RESPONSIBILITIES

Facilitate appropriate and timely solutions when conflicts arise with children, staff and parents/caregivers.

The position requires increased use of senses making decisions regularly regarding the children in care.

COACHING AND DEVELOPMENT RESPONSIBILITIES

Commit to assisting participants, volunteers, staff and self in continuous learning and development.

Work with Resource Consultants & other professionals such as Speech and Language Pathologists to support and implement goals outlined on Individual Support Plans (ISP's)

Participate in at least *****enter # here***** professional development activities per year and support the professional growth and development of colleagues by sharing materials and information, providing helpful feedback and encouragement.

HEALTH AND SAFETY RESPONSIBILITIES

Carry out daily tasks that may include carrying, lifting, pushing, standing, and dressing of the children.

Assist to develop, in collaboration with the Child Care Supervisor, families and community agencies, a complete and up-to-date Individual Support Plan/Individual

Medical Plan for all children with special needs or medical needs. Ensure all staff are aware of and adhere to the plan daily.

Prepare to work in varying situations, periods of prolonged standing and/or sitting, and outdoors in all weather conditions.

Assists with fire drill practices.

Ensure supplies and equipment are safe and age appropriate and make necessary accommodation when needed (removal, fixing, document changes).

CREATIVITY AND INNOVATION RESPONSIBILITIES

Work within the purpose and philosophy of the child care program to create a stimulating, safe and nurturing environment for children to learn and grow, while supporting families.

FLEXIBILITY AND ADAPTABILITY RESPONSIBILITIES

Adapt to changes and be flexible to accommodate changes to meet the needs of the centre.

TEAMWORK RESPONSIBILITIES

Work together as an integral part of a team with the classroom and the whole centre, providing support and encouragement to one another.

Participate annually or as needed in the review of the organization's Program Statement, providing examples and reflections to support any recommended changes.

Attend meetings or events that may be outside of business hours.

Give direction, support and guidance to students and supply staff.

Accept any other duties as assigned by the Supervisor.

Shares accurate information regarding the centre's policies and procedures with other staff, students, families, and community agency representatives.

ORGANIZATION RESPONSIBILITIES

Maintain the environment in a clean and sanitary condition, during and after the program and always be prepared for any inspections or quality assurance, i.e., toys and equipment, laundry, counters and sinks, floors, dishes etc.

Maintain regular attendance, punctuality and be appropriately and professionally dressed and well groomed.

Attend monthly staff meetings, workshops and courses that may be directed by the child care supervisor.

Administers medication as per requirements.

Take an active role in centre related activities such as fundraising, parent/caregiver events etc.

Organize and implement any field trips to complement the program and children's interests.

Open and close the centre as required, therefore is available to work all shifts set out by the supervisor.

EDUCATION/QUALIFICATIONS

Early Childhood Education diploma or equivalent (Recreation and Leisure Degree/ Diploma, Child and Youth Worker, Ontario College of Teachers qualified Teachers, subject to Ministry of Education director approval)

Member in good standing with the College of Early Childhood Educators in Ontario for qualified ECE candidates.

Current Standard First Aid & CPR certification

Workplace Hazardous Materials Information System (WHMIS) Certified

KNOWLEDGE/SKILLS AND OTHER REQUIREMENTS

Functional judgement and decision-making skills concerning child guidance and behaviour management

Familiar with the Child Care Early Years Act (CCEYA)

Knowledge and experience implementing How Does Learning Happen? Ontario's Pedagogy for Early Years (HDLH).

Computer skills to upload documentation and maintain records.

Up-to-date Record of Immunization (As per requirements of the local health unit)

Current Police Record Check with Vulnerable Sector Check

3.2 ENHANCED PROGRAM SUPPORT STAFF/ENHANCEMENT STAFF

The Enhancement Program Support Fund (EPSF) is intended to support the inclusion of children with special needs (aged 0 – 12) in licensed child care programs, camps and authorized recreation programs at no additional cost to parents or guardians. Children with Special Needs are defined under the Ontario Regulation 138/15, as a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

Programs who qualify for the Enhancement Program Support Funding are responsible for the hiring of the Enhancement Program Support Staff (EPSS). The Enhancement Program Support Staff will need to adhere to the policies and procedures of the licensed child care setting. The Children's Services Division, Bruce County, has outlined the roles and responsibilities when hiring an Enhanced Program Support Staff, which would be recommended to have embedded into a job description at the discretion of the child care centre when hiring Enhancement Program Support Staff.

Note: Enhanced Program Support Staff (EPSS) are not allowed to be included in teacher and child ratios at any time. Approval is based on funding from the County of Bruce Children's Services Division

RESPONSIBILITIES

CHILD CARE PROGRAMMING RESPONSIBILITIES

Implement program activities by following the Individual Support Plans and Goal Plans developed by the Resource Consultant and program staff when required

Support the principals of inclusion during all daily routines.

Participate as a member of the childcare team to best meet the needs of all children within the existing routine of the daily program

Familiarity with all pertinent information regarding each child in the program

In cooperation with childcare staff, facilitate the inclusion of each child with special needs into the daily routine

COMMUNICATION RESPONSIBILITIES

Prepare for and attend staff meetings, team meetings, case conferences and supervision sessions as requested

Consult daily with childcare educators and on a regular basis with the Bruce County Resource Consultant

LEADERSHIP RESPONSIBILITIES

Conduct oneself in a professional manner

INITIATIVE RESPONSIBILITIES

Adhere to the policies and procedures of the child care program and all employer-employee expectations.

Follow regulations of the Child Care and Early Years Act (CCEYA)

Awareness of and adhesion to confidentiality policies and procedures of the child care centre

Share roles and duties with other child care staff as requested

COACHING AND DEVELOPMENT RESPONSIBILITIES

Participate in in-service training sessions or professional development sessions to keep abreast of current information as it pertains to this position

HEALTH AND SAFETY RESPONSIBILITIES

Always remain on site or on outings with the designated program. Individual outings with only the enhanced worker are not permitted

Familiarity with Serious Occurrence and Bruce Grey Child and Family Services reporting procedures including the duty to report

4. EDUCATION/QUALIFICATIONS

Early Childhood Education degree or diploma, Child and Youth Worker, Developmental Support, Educational Assistant, Recreation and Leisure and/or trainings in the fields of psychology with extensive experience in Early Childhood Education

Member in good standing with the College of Early Childhood Educators in Ontario for qualified ECE candidates.

Current Standard First Aid & CPR certification

Workplace Hazardous Materials Information System (WHMIS) Certified

5. KNOWLEDGE/SKILLS AND OTHER REQUIREMENTS

Previous experience working or volunteering with individuals or children with special needs

Experience working with young children who have different abilities or a diagnosis

Familiar with the Child Care Early Years Act (CCEYA)

Knowledge and experience implementing How Does Learning Happen? Ontario's Pedagogy for Early Years (HDLH).

Computer skills to upload documentation and maintain records.

Up-to-date Record of Immunization (As per requirements of the local health unit)

Current Police Record Check with Vulnerable Sector Check

3.3 COOK

RESPONSIBILITIES

COMMUNICATION RESPONSIBILITIES

Document any menu changes for the educators so they in turn can post changes for parents/caregivers

Maintain necessary records such as items purchased, refrigerator and freezer temperatures, food temperatures etc.

Maintain good communication with parents/caregivers, children and staff.

Maintain good communication with parents/caregivers of children who have special food requirements.

INITIATIVE RESPONSIBILITIES

Notify the supervisor of problems with any appliances.

Comply with the child care program policy & procedures.

COACHING AND DEVELOPMENT RESPONSIBILITIES

Attend workshops relevant to position.

HEALTH AND SAFETY RESPONSIBILITIES

Follow Canada's Good Guide and all Public Health recommendations and requirements.

Awareness of food allergies and special diets and prepare separate meals if necessary.

Conform to all food/sanitation regulations such as keeping the appliances, floor, sinks and cupboards cleaned to maintain a clean kitchen.

TEAMWORK RESPONSIBILITIES

Attend meeting with staff and parents/caregivers as required.

ORGANIZATION RESPONSIBILITIES

Order, store, prepare and serve food to retain maximum nutritive value and to prevent contamination.

Plan daily menus that follow Canada's Food Guide and Ministry of Education Child Care and Early Years Act (CCEYA).

4. EDUCATION/QUALIFICATIONS

Valid Food Handler Certificate

Current Standard First Aid & CPR certification

Workplace Hazardous Materials Information System (WHMIS) Certified

5. KNOWLEDGE/SKILLS AND OTHER REQUIREMENTS

Experience cooking in a child care setting or facility with many people

Good communication skills, both verbal and written

Ability to follow direction and work independently

Familiar with the nutritional requirements of the Child Care Early Years Act (CCEYA)

Basic computer skills

Current Police Record Check with Vulnerable Sector Check