



REGISTERED EARLY CHILDHOOD EDUCATOR (RECE) OR EQUIVALENCE

HOURS OF OPERATION:

Before and After School Programs (Split Shift):

- 7:00am to 9:00am (Before School)
- 2:00pm/3:00pm to 6:30pm* (After School Program – hours vary per school location*)

Child Care Centre (Full Day):

- 7:00am to 6:00pm

QUALIFICATIONS:

As a Fun on the Run team member, you will need to provide the following documents:

- A current Vulnerable Sector Screening (within 6 months)
- A clear and detailed medical record with an up-to-date immunization record, including a 2 Step Tuberculosis (TB) test
- A valid Standard First Aid and CPR Level C certification
- Membership with the CECE (College of Early Childhood Educators), with proof of a good standing status; and/or membership equivalence, with proof of a good standing status
- A copy of completion of the Worker Health and Safety Awareness online certification
- A valid Food Handlers certification

ROLES AND RESPONSIBILITIES:

*As an **Registered Early Childhood Educator** with Fun on the Run, the Employee is required to fulfill the following duties on a daily basis. Please note that the full list of duties and responsibilities is **NOT LIMITED** to the items listed below:*

- Oversee the day-to-day delivery of the classroom program, alongside the Early Childhood Assistant and Educational Assistant
- Implement a program that encompasses child-directed and open-ended learning opportunities
- Prepare and serve morning breakfast and afternoon snack on a daily basis
- Maintain daily records of children's attendance, injuries, and activities, as well as document in the provided communication log throughout the morning and afternoon program
- Organize and replenish classroom materials as required and maintain trolley cleanliness
- Develop a weekly program plan alongside the Early Childhood Assistant that meets the physical, intellectual, cognitive, and emotional needs of each child in the program. All learning experiences must be based on the interests and skills of each child. Moreover, the program plan must be linked to the early learning document, "How Does Learning Happen?" and it must be posted where it is visible to all families and visitors
- Abide by Fun on the Run's program statement, along with all established policies and procedures
- Maintain all personal information related to the Centre, families, children, and team members, ensuring that they remain confidential at all times
- Report to the Site Supervisor to resolve any concerns regarding a child, family, or team member

- Treat all children, families, team members, and all members of the school community with dignity and respect
- Remember that the needs of all children and families always come first; supervision of the children at all times is of the utmost importance in an effort to ensure safety and awareness
- Work co-operatively and professionally with other team members; the concept of teamwork must be integrated on a daily basis within your practice
- Keep the classroom organized and clean on a daily basis. It is crucial to report to the Site Supervisor if there are any safety concerns in the classroom or outside
- Honor your duty to report to Children's Aid Society (C.A.S.) if you suspect and/or witness child abuse
- Establish positive daily communication with the parents/caregivers, as well as acknowledge each child when they arrive and when they leave the program
- Attend all mandatory team member meetings
- Display pedagogical documentation throughout the classroom to showcase the children's diverse interests, skills and abilities (make each child's learning visible)
- Follow and abide by the behaviour management, anti-racism, and child abuse policies enforced by Fun on the Run
- Supervise placement students volunteering at Fun on the Run, as well as evaluate their progress with the proper tools provided by their educational institution