

KIDDIE SUNSHINE CENTRE & BUSY BUDDIES PRESCHOOL

54 Centre Avenue West

Altona, MB R0G0B2

Kiddiesunshineboard@gmail.com

EARLY CHILDHOOD EDUCATOR - INFANT ROOM

Reports to: Centre Director

Location: Altona, MB

Schedule: Full-Time

PROFILE:

The Kiddie Sunshine Centre is a government licensed and regulated non-profit organization established in 1980. Kiddie Sunshine Centre offers child care and nursery school services to the town of Altona and surrounding area. The Centre operates year-round and is licensed to care for 4 infants, 16 preschoolers, 14 nursery school children and 15 school age children.

PURPOSE:

Reporting to the Centre Director, the Early Childhood Educator – Infant Room is responsible for providing high quality early learning and care for children. This includes preparing, directing and assessing the positive emotional, physical, social and cognitive development of children by implementing appropriate activities and programs according to each child's individual developmental abilities, interests and needs.

RESPONSIBILITIES:

- Establishes and maintains a safe, healthy and inclusive learning environment where the needs of children and families are met. This includes developing and implementing an organized, purposeful program which utilizes safe and injury free practices, creative, well balanced, and stimulating activities, and learning experiences which offer physical, social, emotional and sensory development
- Advances children's physical and intellectual competence by being aware of normal development and providing a variety of equipment, activities and opportunities to promote children's physical, cognitive and communication skills as well as their creativity. This includes indoor/outdoor activities, activities that allow for questioning and probing and activities that encourage listening, understanding and expressing themselves with others
- Assesses children's needs based on personal and continual observation and makes modifications to programs as required
- Utilizes the principles of "reflective practice" which allows for an assessment of what is being done, why it is being done, and how it can be done differently
- Creates an environment that builds positive self-concept and individual strength. Treats children as individuals in a respectful way, celebrates their successes, provides support and encouragement and is sensitive to different values and expectations
- Promotes positive functioning between children and adults by assisting in the development of social skills, encouraging feelings of empathy and mutual respect and setting realistic behavioural expectations which encourage self-control and positive reinforcement while following behaviour management guidelines
- Co-ordinates centre and home child-rearing practices by maintaining an open, friendly and informative relationship with each child's family while recognizing that parents have primary

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responsibility for the care of their children. This includes informing parents about the child's experiences at the centre, encouraging parents to keep the centre informed of specific events that may impact on the child, and encouraging parents' involvement in the activities of the centre

- Maintains a high level of professionalism including confidentiality, ethical and professional behaviour, continuous personal and professional development, and participation in child care organizations as appropriate

KEY SKILLS & ABILITIES:

- Must have in depth knowledge of the principles of early childhood development and learning, with the ability to develop appropriate programs and curriculum based on a variety of learning styles, ages and cultural backgrounds
- Must have well developed communication skills with the ability to communicate effectively with children, parents, and other caregivers from various socio-economic, ethnic and cultural backgrounds as well as representatives of health-related and educational institutions
- Must have demonstrated ability to solve problems, resolve conflicts, manage crisis situations, make appropriate decisions and involve appropriate stakeholders when required
- Must have the ability to multi-task, to be flexible and adaptable in light of changing needs and priorities and to cope effectively with changing situations that may occur.
- Must be highly creative and skilled at creating, evaluating and modifying environments, programs and activities to meet the ever changing needs of children and families as well as the challenges faced by financial restraints and changing legislative requirements
- Must have excellent teamwork skills, with the ability to involve and support co-workers in day-to-day activities and issues that may occur
- Must have strong "self-management" skills with the ability to remain calm in stressful situations and stressful working environments. This includes ensuring satisfactory overall mental and physical health
- Must have the ability to demonstrate a high level of maturity which recognizes the importance of a respectful workplace and putting others' needs before one's own needs
- Must have the ability to mentor others and to be mentored in order to contribute to the personal and professional growth of others and self

REQUIRED QUALIFICATIONS:

- Must be qualified as an ECE II or III
- An ECE II must have completed a two year diploma in Early Childhood Education through a recognized program of studies or have successfully completed a Competency Based Assessment or Competency Based Assessment/Prior Learning Assessment recognized by Manitoba Early Learning and Child Care
- An ECE III must have completed a currently approved ECE II program based on post October 31, 1991 requirements and a specialized program recognized by the Child Care Education Program

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Approval Committee, or a Bachelor of Arts majoring in Developmental Studies, Stream C-Child Development and Child Care from the University of Winnipeg

- Should participate in at least 24 hours of professional development activities annually
- Must be certified in First Aid and CPR relevant to the age group being care for

Kiddie Sunshine Centre looks forward to receiving your application. Preference will be given to those with a Child Care Classification and prior child care experience. Qualified candidates can submit an application including a resume and two current professional references with written consent to contact them. Applications must be received on or before January 31st, 2019 by submission through mail or e-mail at:

Kiddie Sunshine Centre Inc. C/O Patti Klassen - Director

54 Centre Avenue West

Altona Manitoba R0G 0B1

kscdirector19@gmail.com

We thank everyone for their interest, but only successful candidates will be contacted for an interview.