



BEACONS' EARLY LEARNING HAVEN

"Nurturing Minds, Shaping Futures"

Job Title: Educational Childcare Educator (ECE); Full-time; Part-time; Casual

Reports to: Program Supervisor

Shift and Schedule: 40 hours per week, shifts between 7:00 am & 6:00 pm.

Salary: Starting from \$19.65 per hour

Work Location: In-person

Job Posting Application Deadline: Ongoing

What's in it for you:

- As an employee, you can enjoy a comprehensive benefits package that includes dental and vision care, a health care plan, disability benefits, and life insurance, and applicable WEG.
- Our growing business fosters a positive work environment that promotes mutual respect, acknowledgment, validation, responsiveness, communication, respect for diversity, and teamwork.
- You will also have opportunities for professional development, reimbursement, and consideration for promotion opportunities.
- In addition, we offer discounted or free food and beverages, a competitive salary, and paid time off.
- The facility is conveniently located near public transportation routes, and onsite parking is available.

About Us: Beacons' Early Learning Haven, located in Orleans, Ottawa, firmly believes that every child is competent, capable, curious, and full of potential, regardless of their abilities. We are committed to creating an inclusive environment that recognizes and values individual differences and ability levels. Our play spaces promote independence, interpersonal skills, self-regulation, self-confidence, acceptance, empathy, and communication for all children.

Inclusion allows children to interact with peers during playtime and daily routines, fostering the development of self-help skills, self-regulation, self-control, and the understanding that others come from different backgrounds and perspectives. Diversity, equity, and inclusiveness are essential values, and we welcome and respect individuals from all ethnic backgrounds.

Beacons' Early Learning Haven Is an Equal Opportunity Employer

Job Summary:

The Educational Childcare Educator work with children of all age groups. Our teaching philosophy uses "learn-through-play" and active participation techniques to enhance each child's holistic growth and development. Therefore, a creative mindset, as well as an openness to new teaching methods and strategies are essential qualities that we are looking for. A good understanding of the CCEYA, E.L.E.C.T. and H.D.L.H. documents and the licensing regulations is required.

As a compassionate early childhood educator, you must be dedicated to continuous learning, modelling good behavior, showing empathy, and empowering others.

Join our team and work towards the daily growth of inquiring and wondrous minds and bodies and unlock the potential of their potential!

Key Responsibilities:

As an Early Childhood Educator (E.C.E.), your main responsibility will be to promote the emotional, physical, and behavioral well-being of children while aiding in the development of their social, emotional, cognitive, and physical skills. You will be responsible for creating a safe and engaging environment for children, designing intentional play spaces, maintaining attendance records, conducting health and safety checks, and working with professionals such as Speech Therapists, Occupational Therapists, and Early Interventionists when required.

Your role will also involve conducting various activities such as storytelling, singing, taking children to local points of interest, engaging them in arts and crafts, and encouraging creativity through art, dramatic play, music, and physical activities. You will also assist the children in developing proper eating, dressing, and toilet habits, and supporting them through transitions in and out of the classrooms.

You will also be responsible for assessing the abilities, interests, and needs of children, and discussing the progress with parents, supervisors, and other staff members. Establishing collaborative relationships with co-workers, management, and families, attending staff meetings and professional development opportunities, and implementing a program that supports the development of children in line with BCP's curriculum.

In addition, you will maintain Centre tools, toys and equipment, and guide and assist children in their development, such as walking, talking, proper eating, dressing, and toilet habits. You will also support housekeeping duties such as cooking, cleaning, preparing snacks, serving lunch, changing diapers, and toilet training. You will be responsible for writing and communicating observations and assessments on the child.

Your role will also involve observing children for signs of potential learning or behavioral problems, writing reports for parents/guardians/supervisors, and discussing the progress and problems of children at staff meetings. You will establish guidelines for behavior, assess the abilities, interests, and needs of children, and plan and maintain an environment that protects their health, security, and well-being.

Furthermore, you will organize activities for school-age children in child-care programs before and after regular school hours and supervise and coordinate the activities of other early

childhood educators and assistant educators. You will also contribute to Centre-wide child-based and corporate activities such as event planning and coordination, field trips and other ceremonies.

Qualifications

- A member of the College of ECEs and in good standing.
- Clear Vulnerable Sector Criminal reference check
- Valid Standard First Aid and CPR Level C
- Immunization records up to date/two-step TB test.
- Food handling, allergy, and anaphylaxis training
- Excellent knowledge of child development
- Knowledge of the CCEYA, HDLH and ELECT
- Knowledge of licensing regulations

Education: A minimum of College, CEGEP, or other non-university certificate or diploma from a program of 1 year to 2 years

Work Experience: Seven (1) months to two (2) years of working experience in a childcare environment is required.

Work Conditions and Physical Capabilities:

- Work with Infants, toddlers, preschool, and school-aged children
- Physically demanding (lifting to 45lb); Adequate energy level and ability to meet the job's physical demands.
- Bending, crouching, kneeling
- Non-smoking, nut-free, pet-free environment

Personal Suitability:

- You must possess excellent written and verbal communication skills to communicate effectively with children, parents, and co-workers.
- Using computer software is crucial, as you must utilize computer systems for documentation, communications, reporting, and classroom operations.
- The ideal candidate should be able to take initiative both in and out of the classroom and possess strong planning, organizing and problem-solving skills.
- Reliability and punctuality are essential, as you must be responsible for being on time and working the hours that you are scheduled to work.
- Great attention to detail and organizing skills.

- Furthermore, you should have efficient interpersonal skills and be a strong collaborator and team player, able to cooperate with colleagues, share your opinions and good practices, and listen to others' recommendations.

Specific Skills

- Cleaning and transitions are also an essential part of every day.
- Fluency in English or French is a requirement. A good working knowledge of the other language is an asset.
- Experience working with Special Needs children is an asset.

Environmental Considerations: This role may involve exposure to various weather conditions and may require work in different temperatures within the facility and outside. The ECA will work in a fast-paced and dynamic environment and must stand, walk, and lift up to 50 pounds.

The ECA will also be required to work flexible hours, including evenings and weekends, to meet the needs of the daycare program.

Work Remotely: No

Equal Opportunity Employer:

Beacons Early Learning Haven is an equal opportunity employer and is committed to creating an inclusive and welcoming environment for all.

COVID-19 considerations: We follow the Ottawa Public Health and Ministry of Health recommendations and guidelines.

To apply for this position, please submit the following to admin@beaconsearlylearninghaven.ca

- **A cover letter explaining your interest in the position and your relevant experience.**
- **A current resume detailing your work history and qualifications.**
- **Three professional references, including their name, position, and contact information.**

Screening questions:

1. *Are you available for the advertised start date?*
2. *Are you currently legally able to work in Canada?*
3. *Do you currently reside in proximity to the advertised location?*
4. *Do you have previous experience in this field of employment?*
5. *Do you have the above-indicated required certifications?*
6. *What is the highest level of study you have completed?*
7. *What is your primary language for communication?*
8. *Do you have a working knowledge of the other official language (English or French)?*
9. *What type of work are you looking for: Full-time, part-time or casual work?*

Assessment:

Assessments for this position may include a written test which may be followed by an interview. Reference checks will be conducted as part of the selection process.

Accommodations:

Beacons Early Learning Haven is dedicated to ensuring that all job applicants, including those with disabilities, have equal opportunities to pursue employment with our organization. If you require accommodations during the application process, please contact us by email at admin@beaconserylearninghaven.ca.

We appreciate your interest in the position. Please note that due to the high volume of applications we receive, we can only contact those shortlisted for the position.