



BEACONS' EARLY LEARNING HAVEN

"Nurturing Minds, Shaping Futures"

Job Title / Type: Registered Early Childhood Educator (R.E.C.E.) / Full-time; Part-time; Casual

Reports to: Program Supervisor

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

Salary: \$24.70 per hour. **Work Location:** In-person at 4275 Innes Road, Orleans, Ottawa.

Expected Start Date: Ongoing

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, health care plan, disability benefits, and life insurance, and applicable WEG.
- Our growing business fosters a positive work environment that promotes mutual respect, acknowledgement, 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 also 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.

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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.

At Beacons' Early Learning Haven, we recognize that belonging, well-being, engagement, and expression are the foundation for learning and development. These principles are guided by the principles of ELECT and HDLH.

Job Summary: Beacons' Early Learning Haven Ottawa is seeking an enthusiastic, energetic, and positive ECE to join our childcare program. The ideal candidate has daycare experience preferably in a childcare center environment and should be able to 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, initiative and leadership, a creative mindset and an openness to new teaching methods and strategies are essential qualities that we are looking for. Additionally, a good understanding of 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.

Unlock the potential of inquiring and wondrous minds and bodies by joining our team and working towards their daily growth!

Responsibilities:

The RECE will work collaboratively with the Program Supervisor, Director of Beacons Crèche and Preschool, fellow educators, support staff, and families to create a safe, nurturing, and stimulating environment that meets the developmental needs of the children.

As an RECE, you will support children's emotional, physical, and behavioral well-being while helping them develop their social, emotional, cognitive, and physical skills. This includes supporting the design of intentional play spaces, maintaining attendance records, conducting health and safety checks, and working with professionals such as Speech Therapists, Occupational Therapists, and Early Interventionists as necessary.

You will also be responsible for supporting children through transitions in and out of the classrooms, meeting all classroom ratios as outlined in CCEYA, participating in team meetings and workshops, and implementing a program in line with BCP's curriculum that supports the development of children.

Other duties will include assessing the abilities, interests, and needs of children and discussing progress with parents, supervisors, and other staff; establishing collaborative relationships with co-workers, management, and families; attending staff meetings and professional development opportunities as necessary; and working to maintain cleanliness and organization of classroom materials.

As a RECE, you will also be responsible for supporting the development and implementation of child-care programs based on children's interests, leading activities such as storytelling, singing, wellness exercises, and taking children to local points of interest and providing opportunities for children to express creativity through art, drama, music, and physical activity.

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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 support housekeeping duties such as cooking, cleaning, preparing snacks, serving lunch, changing diapers, and toilet training. You will also be responsible for writing and communicating observations and assessments on the child.

Overall, you will play a crucial role in maintaining an environment that protects the well-being of children and promotes their growth and development. Your part in empowering your colleagues, sharing your experience in the interpretation of the regulations, the implementation of the curriculum, and contributing to the overall smooth running of the Centre is very critical as well.

Qualifications and Experience:

- Registered with the College of ECE's and in good standing.
- An ECE diploma
- Excellent knowledge of the CCEYA, the HDLH and ELECT is required.
- Good Knowledge of licensing regulations
- Strong knowledge of child development
- A Minimum of two (2) to three (3) years of relevant working experience in a childcare environment

- Food handling, allergy, and anaphylaxis training
- Clear and valid Vulnerable Sector Criminal reference check
- Valid Standard First Aid and CPR Level C
- Immunization records up to date/two-step TB test.

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
- Cleaning and transitions are also an essential part of every day.
- 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.
- Additionally, computer literacy is crucial, as you must utilize computer systems for all documentation, reporting, and classroom operations.
- The ideal candidate should be able to take initiative both in and out of the classroom and possess strong 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.
- An ability to take initiative, strong planning, organization, and leadership skills are also necessary, as you must unify a group and work together towards a common goal.
- Furthermore, you should have efficient interpersonal skills, and be a strong collaborator and team player, able to collaborate with colleagues, share your opinions and good practices, and listen to others' recommendations.

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Specific Skills

- 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.

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@beaconsearlylearninghaven.ca.

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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.

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