

Beacon Learning Centre
2379 Ogilvie Road, Ottawa ON 613 741 3422

Job Title: Early Childhood Educator, Toddler Program
Start date: Immediately
Closing date: May 3, 2019
Hours: 40 hours per week. Monday to Friday.
Details: 1.5 hours paid planning time per week. 2 hour paid program/staff meeting per month. Permanent position.
Salary: Based on experience.

SUMMARY

As an Educator in the Toddler Program, you will work as part of a team of four, assisting with the planning and implementation of a program that is designed to promote cognitive, social, physical and emotional development for 20 children 18 months - 2.5 years of age.

QUALIFICATIONS

- Early Childhood Education diploma from a recognized college
- Registered and in good standing with the College of ECEs
- Candidates with B.Ed or other degrees may also be considered
- Experience with Toddlers required
- Familiarity with E.L.E.C.T. and H.D.L.H documents an asset
- Valid Standard First Aid and CPR
- Current criminal reference check (Vulnerable Sector)
- Must provide immunization records and a clear health assessment from a doctor
- Adequate energy and ability to meet the physical demands of the job
- Must be flexible and organized
- Functions effectively as a team member
- Communicates effectively, both verbally and in writing

MAIN RESPONSIBILITIES

- Provide quality care and support to children and their families
- Provide creative and developmentally appropriate programming and learning environment for toddlers
- Plan and implement engaging circles, art, and other learning activities weekly
- Document children's learning and activities through learning stories and other methods
- Strong knowledge of child development and behaviour guidance techniques
- Recognizes and responds to the needs of the group and of the individual
- Acts in accordance with the Child Care and Early Years Act and the centre's policies and procedures

If interested, please submit **cover letter and resume**, prepared as one document and send to director@beaconlearningcentre.com

Only candidates selected for an interview will be contacted. Thank you.