

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT (SOCIAL DEVELOPMENT & EARLY CHILDHOOD SERVICES DIVISION – LOCATION – RED HILL FAMILY CENTRE, 25 MOUNT ALBION ROAD)

RESOURCE TEACHER - CUPE 5167

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Social Development and Early Childhood Services lead, plan and manage city wide early years and child care systems and provide comprehensive evidence based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

SUMMARY OF DUTIES

Reports to Program Supervisor (Children's). Plans and executes general and special programmes and activities for children in accordance with the Day Nurseries Act, Regulations and Standards.

GENERAL DUTIES

Develop and implement individual programme plans; develop class wide developmental plans for special needs children and their families using guidelines; forward for approval.

Conduct functional assessments using Brigance, Disc (Developmental Screening Tools) on special needs children and children showing signs of developmental lags.

Conduct Early Childhood Environmental Rating Scales to measure quality practices in the classroom.

Schedule and conduct home visits to families of special needs children.

Plan and implement general programmes and activities with teaching team; forward for approval.

Teach children skills such as language, gross and fine motor, social and cognitive.

Interact with children; oversee play, learning, basic care routines and activities.

Observe, evaluate, review and record progress of children; write reports and update files.

Create and set-ups materials, equipment and other resources for individual and general programme plans.

Plan activities; direct parent participation.

Conduct parent interviews to review children's developmental progress.

Report and document observed health, potential child abuse and neglect.

Report and document ill and injured children; perform first aid.

Teach hygiene routines such as toilet training, hand washing, self grooming.

Wash and disinfect toys, equipment, tables, shelves and change facilities; mop and sweep floors.

Post programmes and activities; record changes.

Arrange and participate in parent meetings.

Greet guardians and children; record children's attendance.

Monitor arrival and departure of children.

Display visual materials such as bulletin boards for children and parents.

Participate in professional development activities.

Plan and attend case conferences with community agencies and professionals.

Participate in community initiatives such as Raising the Bar.

Participate in clinical appointments such as developmental paediatrician.

Assist with fire drills by escorting children to safe location; perform head count.

Plan and organize special events such as picnic and Christmas party.

Attend Parent Information Night for School Entry Process to support parents.

Attend School Entry Meetings and presents child to school board.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Must be a Registered Early Childhood Educator from an Ontario College of Applied Arts and Technology together with completion of a post-secondary program of studies in a Resource Teacher Program Post Diploma or a Diploma in Early Childhood Education for the Developmentally Handicapped or a Degree in Child Studies or Family Studies with courses related to the developmentally handicapped.
2. Must possess Current First Aid and CPR certificates per Day Nursery Legislation.
3. Ability to plan and implement programmes for special needs children and to teach children skills. Able to demonstrate expertise from extensive knowledge gained by successful completion of programs.
4. Ability to case manage and communicate effectively
5. Previous experience working in an integrated Day Care setting.

6. Knowledge of The Day Nurseries Act and Regulations.
7. Must possess good presentation skills.
8. Must possess good verbal and written communication skills.
9. Knowledge of functional assessment and screening tools.
10. Working knowledge of computer software applications Microsoft Office XP (i.e. Word and Excel).