

## CITY OF HAMILTON

### **HEALTHY AND SAFE COMMUNITIES DEPARTMENT (CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT – RED HILL FAMILY CENTRE - LOCATION – 25 MOUNT ALBION RD.)**

#### **TEACHER - CUPE 5167**

The Healthy and Safe Communities 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. Children's Services and Neighbourhood Development leads, plans and manages city wide early years and child care systems and provides 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. Plans and implements general programmes and activities for children in accordance with The Child Care and Early Year's Act, Regulations and Standards.

#### **GENERAL DUTIES**

Plan and implement play based, child centred learning activities specific to the Ministry of Education's 'How Does Learning Happen' document both indoors and outdoors; review with Supervisor.

Support children in all areas of development including language, gross and fine motor, social, cognitive and self-help.

Support children's social/emotional health and well-being.

Create and set up materials, equipment and other resources for programmes.

Implement Individual Teaching Plans for children with special needs.

Communicate effectively with parents.

Facilitate parent engagement and participation.

Arrange and participate in parent meetings.

Observe and monitor children's developmental progress.

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

Maintain children's records.

Assist families in accessing information on community resources related to child development and early learning.

Create and display Pedagogical Documentation.

Attend case conferences with community agencies and professionals.

Plan and organize special events.

Participate in ongoing professional development.

Fulfil duties in accordance with the Child Care and Early Years Act.

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. Specialized knowledge in child care and child development normally acquired through a Diploma in Early Childhood Education from an Ontario College of Applied Arts and Technology or equivalency through The College of Early Childhood Educators
2. Must be registered and in good standing with the College of Early Childhood Educator's.
3. Practical knowledge and skill relating to Early Childhood Education.
4. Demonstrated ability to implement special needs activities and programs.
5. Ability to relate to children in a child care setting.
6. Must possess and be able to demonstrate daily effective communication skills.
7. Previous experience working in a diverse and inclusive child care setting.
8. Knowledge of The Child Care and Early Year's Act and Regulations.
9. Must possess current First Aid CPR-C

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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