

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT **(SOCIAL DEVELOPMENT & EARLY CHILDHOOD SERVICES - LOCATION - RED HILL FAMILY CENTRE)**

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 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 Supervisors. Plans and conducts general programmes and activities for children in accordance with the Day Nurseries Act, Regulations and Standards.

GENERAL DUTIES

Plan and organize children's programmes and activities; forward to Supervisor 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.

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

Implement and post programme plan with teaching team; record changes.

Implement individual special needs programme plans.

Plan activities; direct parent participation in programme.

Observe and record children's developmental progress using guidelines and developmental records.

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 and washing.

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

Maintain children's records and files. 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.

Attend case conferences with community agencies and professionals.

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

Plan and organize special events such as picnics and Christmas parties.

Participate in ongoing professional development.

Put out and/or put away children's cots as needed.

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 family studies, 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 with the College of Early Childhood Educator's.
3. Bachelor of Arts Degree would be considered an asset.
4. Practical knowledge and skill relating to early childhood education.
5. Demonstrated ability to implement and plan special needs activities and programs.
6. Effective communication skills and demonstrated ability to relate to children in a day care setting.
7. Must possess and be able to demonstrate daily effective communication skills.
8. Previous experience working in an integrated Day Care setting.
9. Knowledge of The Day Nurseries Act and Regulations.