

ECE Preschool Teacher Level I – Child Care Centre

Municipality of Brockton
Task List



Summary: Provides a full range of child care services to children from the ages of 18 months to 12 years of age.	
Location: Brockton	Class: Full-time, 35 or 37.5 hours per week
Department: Child Care Centre	Reports To: Supervisor, Child Care Centre
Remote Work: Not available for this position	Last Updated: April 2022
Supervises: N/A	

Tasks:

Supervision

1. Orients part-time child care staff.
2. Coordinates the work of resource consultants assigned to work with special needs children.
3. Supervises, evaluates high school and college co-op students.

Child Care

4. Serves meals and snacks and eats with children and checks for food allergies.
5. Assists children when dressing and undressing (such as with snowsuits), including special needs children.
6. Administers medication and remains aware of medical concerns.
7. Supervises children in a variety of settings such as out of doors, in the classroom and in the sleep room.
8. Observes signs of child abuse and illness and reports information to the Supervisor and may be required to call Children's Aid Society.
9. Assists with fire drill activities.
10. Assists children with hygiene activities such as going to the bathroom and by changing diapers.
11. Comforts children when injured, ill or lonely and may need to contact parents when child is ill.

Child Care Programming

12. Plans, implements, requests supplies for programs.
13. Assists with planning and organizing special events, field trips and parties
14. Toilet trains and teaches proper hygiene to children.
15. Plans and implements age appropriate and training programs in the area of songs, stories, discussions, crafts and calendar activities.
16. Teaches gross motor skills, dramatic play, use of senses and science.
17. Encourages children to participate, play cooperatively, problem solve, share and learn about safety.
18. Works with resource consultant to develop and implement special needs programming such as speech and feeding themselves.
19. Works with professionals (speech path, resource, behavior) to implement special needs programming.
20. Disinfect toys and equipment as well as conducting monthly toy change

Housekeeping

21. Does laundry.
22. Maintains counters and sinks in a clean and safe manner.
23. Sweeps floors.
24. Washes dishes.
25. Disinfect toys and equipment as well as conducting monthly toy change in each room.
26. Sets up equipment, cots, wagons, bicycles, large toys and tables
27. Conduct head checks for head lice.

Security

28. Ensures only authorized people pick up children.
29. Opens and closes Centre and makes sure everyone is signed in/out, as required.
30. Ensures proper staff/child ratios

Administration

31. Responds to telephone enquiries, giving out information and taking messages.
32. Composes and types monthly items for newsletter
33. Attends meetings with staff, parents and resource
34. Word processes a variety of documents such as letters and reports including writing reports for children with special needs.

Public Relations

35. Provides regular feedback to parents in regards to their child's progress.
36. Maintains good communications with parents.

Other

37. Complies with the Child Care and Early Years Act.
38. Complies with Municipality of Brockton policies and procedures.
39. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Must be a Registered Early Childhood Educator in good standing.
2. Post-Secondary Education degree or diploma in Early Childhood Education.
3. Previous experience working with infants and children.
4. Good communication skills, both verbal and written.
5. Ability to follow direction and work independently.
6. Valid First Aid/CPR training.
7. Clear Vulnerable Sector Check.

Physical Effort and Working Conditions

1. Work is typically performed in a standard Child Care Centre environment.
2. Work may have periods of prolonged standing and/or sitting.
3. Work will involve lifting (children).
4. The mental effort requires concentration on a variety of activities and the processing and interpretation of information.
5. Required to interact with professionalism and effectively with internal and external stakeholders.
6. Attendance at evening meetings or events will be required for this position.
7. Ability to work in all weather conditions for prolonged periods of time.