



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC**  
27 Percival St. PO Box 489  
Clinton, ON N0M 1L0  
519-482-5777  
[clinton@clintonchildcare.com](mailto:clinton@clintonchildcare.com)

**Title:** Early Childhood Educator  
**Reports To:** Executive Director  
**Location:** Clinton

**Position Status:** Full Time Early Childhood Educator  
**Hourly Pay:** RECE \$22.62 - \$26.93  
Non-Qualified \$18.91 - \$22.26  
**Hourly Work Week:** 35-40 hours per week  
**Overtime:** Eligible after 44 hours/week  
**Benefits:** Extended health, dental, EAP, and RRSP matching – after successful completion of probation period

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#### **Job Summary:**

To collaborate closely with all other members of the program team to design and implement a balanced child development program that supports the children's emotional, physical, social and intellectual growth in accordance with the philosophies of the Clinton Co-operative Childcare Center.

#### **Principle Duties & Responsibilities**

- Constant supervision of children to ensure the safety and well-being of all children, including social and physical needs
- Provide a nurturing and welcoming environment for children and their families
- Follow the Clinton Co-operative Childcare Centre program statement
- Shares in the responsibility for planning, preparing and implementing learning experiences and play opportunities by following the children's interest and child's lead; including updating program plans weekly
- Create meaningful documentation consistent with the framework of "How Does Learning Happen?" and ELECT document
- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and Centre
- Maintain regular and open communication with program team members and all other co-workers
- Maintain regular communication with families, as well as sharing experiences through the Lillio app
- Ensures the program operates in compliance with all childcare licensing standards

- Build positive, responsive and professional relationships with children, families and all staff
- Knowledge and implementation of CCCC policies and procedures; Childcare and Early Years Act, and the Ministry of Education
- Shares responsibility for maintaining program equipment in good repair, assists with toy/equipment disinfecting, and follow health regulations
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Participate in regular fire drills and other emergency procedures
- Participates in ongoing professional development and attends all mandatory workshops or training, as well as monthly staff meetings and training as required
- Provide guidance to volunteers, college placement students and high school co-op students, and at times oversee and assist in evaluations
- Assists the Executive Director in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards
- Performs other duties as may be assigned from time to time by the Executive Director/or Designate

**Qualifications:**

- Currently enrolled in Early Childhood Education program preferred but not required
- Must possess an Early Childhood Education Diploma from a recognized College or equivalent, and be a registered member of the College of Early Childhood Educators, preferred by not required
- Relevant experience in child development and working within a licensed childcare environment
- Must possess current First Aid and CPR with AED certification including Infant and child CPR
- Clear Vulnerable Sector Check, or current within 6 months or able to obtain
- Required to maintain immunizations and be free of all communicable diseases

**Please submit cover letter and resume to the attention of Amanda Smale, Executive Director at [amanda.smale@clintonchildcare.com](mailto:amanda.smale@clintonchildcare.com)**