

Job Class Profile: Early Childhood Education Worker**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	5	4	2	3	3	2	3	
Points	187	67	32	19	60	65	62	43	32	567

JOB SUMMARY

The Early Childhood Education Worker is responsible for working with children from birth to age six to ensure their health and safety and attend to their physical, emotional and cognitive needs and development. This may include supporting families to meet the needs of children, working with other professionals involved with a family and planning and implementing programs and activities which promote the healthy physical and mental development of children. Work also includes assisting students enrolled in the Early Childhood Education Program meet course objectives through practical experiences and evaluation.

Key and Periodic Activities

- Models appropriate early childhood education practices with children and families for students enrolled in the Early Childhood Education Program.
- Mentors students by performing evaluations and coaching.
- Completes child development profiles and checklists.
- Plans and implements parent teacher conferences/meetings.
- Plans and implements home visits.
- Participates in planning meetings for children's programs.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of:
 - Early childhood education trends and best practices.
 - Mentoring and teaching students, including curriculum development.

Formal Education and/or Certification(s):

Minimum: 2 year Diploma in Early Childhood Education (ECE) supplemented by 30 hours of professional development over a 3 year time period.

Years of Experience:

- Minimum: 2 to 3 years of experience.

Competencies:

- Ability to develop programs to meet the needs of children and family.

- Record keeping for each child.

Interpersonal Skills

- A range of interpersonal skills are used to listen and gather information and provide routine information to others; provide care, comfort and nurturing to children; to instruct and teach ECE practices to students; to gain the cooperation of others to complete work activities (i.e. students completing work placements) and provide advice and guidance in order to provide quality care to children.
- Communications occur with employees, supervisors, ECE students, parents and children. Interactions may also occur with professional advisors and professional associations.
- The most significant contacts are children, parents, other employees within the immediate work area and students enrolled in the Early Childhood Education program.

EFFORT

Physical Effort

- Occasionally, work demands result in considerable fatigue, requiring periods of rest.
- Lifting and moving of children weighing up to 50 lbs is required on a constant basis.
- Physical effort including sitting, standing and walking is required on a constant basis as is physical strength and endurance (i.e. lifting children and pushing/pulling wagons and carts) and working in awkward or cramped positions requiring bending and kneeling.
- Gross motor skills requiring strength and coordination as well as maintaining physical balance are required constantly when performing activities with children.

Concentration

- **Visual** concentration includes observing children on a constant basis to ensure their health and safety.
- **Auditory** concentration includes listening to parents and children on a constant basis to document child development and interactions and listening to students in order to assist them in working with children.
- Concentration effort requiring **alertness** to supervise children on a constant basis to ensure they remain safe and are accounted for (including field trips); conduct conferences with families/students and complete child profiles and written documentation.
- **Pace of work** and the impact of **interruptions** are dependent upon the behaviour of the children.
- **Higher than normal levels of attentiveness and alertness** are required on a constant basis when working with children with special needs and when providing medication to children (also requires **eye/hand coordination**).

Complexity

- The nature of work includes tasks and activities which are quite different but utilize similar skills and knowledge of Early Childhood Education practices.
- Work involves tasks which are repetitive/well defined as well as different but related to Early Childhood Education. Work tasks utilize a number of guidelines and procedures to solve typical problems.

- Complexities tend to involve guiding children's behaviour including conflict resolution and assisting students with scheduling ECE related activities to meet course objectives. Typically, can reference field placement manuals, faculty, manager, course outlines, standards and regulations to develop solutions.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored or controlled with supervision received from the manager.
- Requires approval for tasks such as large purchases, staffing related issues including leave requests and any major changes to programs.
- Independent decisions are made with regards to purchasing small materials, planning and implementing ideas for programs, discussing children's behaviour with families, and providing information and guidance to students.
- Exercise discretion with respect to children's daily programming while ensuring the health and safety of the children; contacting parents regarding any children issues and the ECE faculty regarding student progress with meeting course objectives/outlines.

Impact

- Impact of work tasks can be felt on the immediate work area, the department, within and outside the organization and customers/clients (i.e. children/families). Additionally, there are impacts on the health and safety of children (including providing medication to children), the facilities and corporate image. Students can also be impacted based on the evaluations of the ECE Workers regarding meeting course objectives.
- Work tasks and activities are highly monitored or controlled with any problems or issues being identified and resolved within hours. The children and families are those most likely to be impacted by any mistakes or errors.

Development and Leadership of Others

- There is no supervision of staff.
- Provides assistance, guidance and mentoring to ECE students working in the child care setting to meet course objectives. Responsible to discuss student progress with ECE faculty.

WORKING CONDITIONS

Environmental Working Conditions

- Safety precautions such as hand washing and wearing gloves are required to ensure a healthy, clean and safe environment for the care of children.
- Significant likelihood of minor illnesses.
- Regularly exposed to bodily fluids and waste, infectious diseases, and odours (i.e. from working with young children). May occasionally be exposed to wet or slippery surfaces.