



## **POSTING**

JOB TITLE: Registered Early Childhood Educator (RECE)  
POSITION LEVEL: Level - 4  
SALARY RANGE: \$38,454.00 - \$51,678.96 (annual)  
HIRING RANGE: \$38,454.00 - \$43,280.32 (annual)  
STATUS: Regular - Full Time  
JOB LOCATION: Mothercraft – Robertson House – 32 Heath Street West

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*Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our supports for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.*

**Program:** Mothercraft operates three (3) Centres for Early Childhood Development directed by the same goal: “to support healthy child development across all families”. The Centres offer enriched quality, full day learning from 3 months to 6 years of age. The Centres’ hours of operation are generally from 7:30am to 6:00pm Monday to Friday.

**Position Description:** Reporting to the Manager of the centre, the role of the Registered Early Childhood Educator (RECE) is to provide care for the physical and emotional needs of the group and individual children, and to develop and encourage positive and secure relationships with children. The RECE will work as part of a team on managing the day-to-day activities of the room according to the Mothercraft program statement, policies and procedures, and all legislative and regulatory standards. The RECE is also responsible for overall program planning and implementation; observation and assessment; the preparation and implementation of a culturally sensitive weekly program plan to promote stimulation in all areas of development.

The RECE is expected to communicate formally and informally with families, students, other staff and managers while keeping the manager informed of activities and/or concerns. The RECE performs administrative duties including maintenance of children’s records-emergency forms, illness and accident reports, daily attendance and developmental summaries 2x a year. The RECE is responsible for either opening or closing of the centre (safety check, all duties carried out, etc.). The RECE should be aware of, understand and observe Mothercraft policies.

**Shift rotation is a job requirement.**

**Qualifications:** The successful candidate will have an Early Childhood Education Diploma and 1 to 2 two years of work experience with children and families. Please note that student placements completed as part of an Early Childhood Education Diploma Program will be considered as one year of work experience. **Registration with the College of ECE is a requirement. Police reference check, Medical Assessment, and Standard First Aid & CPR Certificate is a requirement.** Strong knowledge of early childhood development is essential, as are good oral communication skills and the ability to work in a team environment. The successful candidate should strive for excellence in providing care to children. French language is an asset. BA Degree in Education is an asset.

Qualified individuals are invited to submit their application by **January 28<sup>th</sup>, 2018** - Please quote the following in your subject line: “RECE - RH”. Internal candidates please quote “Internal RECE - RH”.

HR Department

FAX: 416-920-8883

EMAIL: [careers@mothercraft.org](mailto:careers@mothercraft.org)

**We are not able to respond to telephone inquiries regarding this posting.**

We thank all applicants for their interest. Only short listed candidates will be contacted.

*As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.*