



## **JOB POSTING**

<b>JOB TITLE:</b>	Registered Early Childhood Educator (RECE) – Multiple Positions
<b>STATUS:</b>	Regular Full-Time (37.5 hours per week)
<b>POSITION LEVEL:</b>	Level 4
<b>SALARY RANGE:</b>	\$39,654.15 - \$53,291.86 annually
<b>HIRING RANGE:</b>	\$39,654.15 - \$45,970.03 annually
<b>JOB LOCATION:</b>	Avondale CED, 171 Avondale Avenue Robertson House CED, 32 Heath Street West Eaton Centre CED, 14 Trinity Square Brookfield Place CED, 10 Front Street West Midtown CED, 44 Lillian Street

**About Mothercraft:** 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 services 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.

**About Mothercraft’s Centres for Early Development:** Mothercraft currently operates three Centres for Early Development (CEDs) – Brookfield Place, Eaton Centre and Robertson House (32 Heath Street West). In 2020, we will be opening up two new CEDs, one will be located at Avondale Public School and Midtown CED will be located at 44 Lillian Street. All Mothercraft CEDs are directed by the same goal: “to support healthy child development across all families” and 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.

***Please note: Due to the operational needs of our current centres, positions will be available and candidates could be placed at any of our centres.***

### **Position Description:**

- Reporting to the Manager of the centre, the Registered Early Childhood Educator (RECE) is to provide care for the physical and emotional needs of the group and individual children
- Develop and encourage positive and secure relationships with children
- 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
- Responsible for overall program planning, including:
  - Observation and assessment of children
  - Preparation and implementation of a culturally sensitive weekly program plan to promote stimulation in all areas of development
- Communicate formally and informally with families, students, other staff and managers

- Keep the manager informed of activities and/or concerns
- Perform administrative duties including maintenance of children's records-emergency forms, illness and accident reports, daily attendance and developmental summaries twice a year
- Responsible for either opening or closing of the centre (safety check, all duties carried out, etc.)
- Demonstrate awareness and understanding of Mothercraft foundational theories, program statement, policies and procedures

**Shift rotation is a job requirement**

**Your experience and qualifications includes:**

- Early Childhood Education Diploma, BA Degree in Education is an asset
- 1 to 2 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
- Vulnerable sector police reference check is a requirement
- Medical Assessment is a requirement
- Standard First Aid & CPR C Certificate is a requirement
- French language skills is an asset

**You're often described as:**

- A strong communicator with skills in written and verbal communication
- Flexible and a great team member
- An individual who strives for excellence in providing care to children
- Having strong knowledge of early childhood development

To apply, email your resume to [careers@mothercraft.org](mailto:careers@mothercraft.org). The posting will be opened until the all positions are filled. 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.*