



Job Title: **Early Childhood Educator (ECA) & Early Childhood Assistant (ECE)**

Reports to: **Childcare Supervisor**

Location: **St. Raphael Catholic School (Before and After School Program)**

Hours of Work: **6:45am – 10:00am; 2:00pm – 6:00pm (Split Shift)**

Total Hours per week: **37.5 hours (Monday – Friday)**

No. of Positions: **4 (2 ECA & 2 ECE)**

Start date: **August 2021**

Villa Charities Inc. is a registered charity and non-profit organization that enriches lives through experiences and services that honour Italian culture and heritage. For almost 50 years across the GTA, Villa Charities has been a destination for the Italian Canadian community in Toronto, the leader of the Italian cultural experience and the pillar for those who need support and care.

Villa Charities offers educational and cultural programs in music, dance, visual arts, culinary arts, athletics, and more, as well as providing culturally sensitive long-term care and housing for seniors.

Job Summary

Villa Charities Inc. is currently recruiting for energetic, motivated Early Childhood Educator (ECE) and/or Early Childcare Assistant (ECA) to teach a variety of educational subjects and developmental skills to children, from toddlers to preschool. The ECE will have excellent communication skills when discussing students' problems and progress with parents, to ensure constant communication about the children's development.

Key job accountabilities include but are not limited to:

- Communicate effectively with colleagues, parents and children and the ability to work with a team.
- Plan and develop childcare programs in accordance with provincial standards.
- Supervise and provide leadership and support for early childhood educator assistants.
- Provide supervision and guidance of daily activities, field trips and special activities.
- Provide opportunity for creative expression through the mediums of art, dramatic play, and music.
- Conduct and monitor activity programs designed for young children.
- Prepare craft materials and assist children to use them.
- Guide children in development of proper eating, dressing and toilet habits.
- Prepare and serve snacks.
- Arrange transition periods such as diaper routine, hand washing, lunch, and rest for children.
- Read each individual child's files in his/her class and be knowledgeable about his/her medical and developmental histories.
- Observe children to detect signs of ill health or emotional disturbance, and to evaluate progress.
- Maintain ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional, and cognitive).
- Keep a "portfolio" of each child's progress, including samples of their artwork, writing, etc.
- Maintain good communication with parents daily through the use of daily sheets, notes and/or verbally.

- Arrange for the provision of staff development for early childhood and other staff in the area of child development.
- Continue professional development through attending workshops, conferences, and other staff development.
- Be sensitive to individual children's differences and needs and be willing to adjust the program and curriculum to meet those individual needs.
- Takes inventory, organizes, and replenishes supplies.
- Assist in housekeeping duties i.e., sanitizing tables, toys, furniture.
- Use of playground safety checklist.

Desired Qualifications

- Early Childhood Education (ECE) or Early Childhood Assistant (ECA) Diploma
- Minimum 3 years with integrated groups of preschool aged children.
- AECEO Certification required
- Knowledge of Child Care Modernization Act
- Knowledge of licensing regulations
- Self manages on-going professional development.
- Experience working with toddlers to school-age children.
- Demonstrates ability to maintain an effective work relationship with families, colleagues, and service providers.
- Effective interpersonal, communication and leadership skills
- Fluent in English, both oral and written
- Current CPR/First Aid certificate
- Current Criminal Reference Check and Vulnerable Sector Screening

Compensation and Other Benefits:

Villa Charities Inc. offers a competitive salary and a comprehensive benefits package including a free gym/health club membership (on-campus), and much more.

If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; **please forward your resume and cover letter to:** Human Resources by email to: careers@villacharities.com.

Application Deadline Date: Friday, June 18, 2021

We thank all applicants for their interest. Only those selected for an interview will be contacted.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.