Reporting to the principal, the casual Designated Early Childhood Educator (DECE) may be called to work on an “as-needed” basis (both short-term and long-term) to replace regular DECEs in any one of the Early Learning Program sites operated by the Board throughout the Niagara Region.

Responsibilities in this position will include, but are not limited, to the following:

**Partner/collaborate with the classroom teacher:**

- to implement the curriculum and to address individual students’ identified needs, strengths, stages of development and interests;
- to observe, monitor and assess the development of pupils in the Full-Day Early Learning - Kindergarten Program and extended day program;
- to implement and plan developmentally appropriate activities to build skills in literacy, numeracy and cognition through large and small group activities outlined in the Full-Day Early Learning - Kindergarten Program;
- to carry out specialized activities to support learning for children requiring an Individual Education Plan (IEP);
- to develop and maintain effective written, oral, non-verbal and electronic communication with children, families, coworkers, supervisors and individuals/agencies;
- to develop and implement programming and monitor accommodations and/or modifications;
- to provide positive social and emotional experiences to strengthen pro-social skills such as sharing, problem solving and cooperation;
- to organize and supervise children on field trips;
- to plan programs and environments for play and activities which create opportunities for developmental progress;
- to maintain a healthy emotional and social learning context for students;
- to conduct daily health check of children, record illness, administer medications as per Board policies and procedures, administer first aid as required;
- to assign tasks to Educational Assistants, as necessary;
- to assist children in daily routines, dressing and lunchtime activities;
- to maintain all appropriate records for students (e.g. attendance, health, etc.);
- to set up classroom (e.g. display, organization of materials, etc.);
- to attend staff meetings, appropriate school-level meetings and professional development activities;
- All other duties, as assigned under the direction of the Principal.
Qualifications/Experience:

- Two year community college Early Childhood Education Diploma;
- At least six months’ childcare experience in an educational and/or family literacy setting;
- Proof of registration with the Ontario College of Early Childhood Educators;
- Thorough knowledge of the Ministry of Education’s Full Day Early Learning-Kindergarten Program and related legislation, Board policies and procedures;
- Ability to communicate in a sensitive, courteous manner with children, parents, staff and the general public;
- Proven ability to follow policies and procedures in an appropriate and timely manner;
- Understanding and commitment to confidentiality;
- Proven ability to deal with classroom management and emergency situations and to take appropriate actions based on established Board policies and procedures;
- Computer skills and strong organization/time management skills and the ability to meet deadlines;
- Ability to stand/walk for extended periods and move/carry equipment for program;
- Must be able to physically assist children as required (e.g. lifting) - may need to meet physical demands analysis;
- Standard First Aid/CPR certifications and a fundamental knowledge of the Occupational Health and Safety Act would be an asset in these positions.

Hours of Work:  Various possible schedules according to program needs.

Remuneration:  $19.32 per hour (plus vacation and statutory holiday pay)

Written applications, including a cover letter, résumé, three professional references and proof of registration and in good standing with The College of Early Childhood Educators, will be received until 4:00 p.m. on Friday November 15, 2013 and must be directed to:

Human Resources Department
District School Board of Niagara
191 Carlton Street
St. Catharines, ON  L2R 7P4

Applications may also be e-mailed to: careers@dsbn.org

Applicants are thanked for making known their interest in working for the District School Board of Niagara. Only those applicants who have been short-listed for an interview will be contacted with respect to this advertisement.

Warren Hoshizaki
Director of Education and Secretary

Kevin Maves
Chair