



Job Description – Registered Early Childhood Educator (RECE)

Position Summary

Under the direction of the Executive Director and Supervisor, the Registered Early Childhood Educator (RECE) is responsible for creating a safe, healthy, and nurturing environment that supports the needs of all children. The RECE will plan, develop, implement, and evaluate programming in accordance with the *Child Care and Early Years Act, 2014*, *How Does Learning Happen?* and the Centre's policies and procedures.

Responsibilities

- Organize and facilitate daily programs that respect each child's individual needs and uniqueness.
- Communicate effectively and respectfully with children, families, outside agencies and colleagues.
- Collaborate as part of a team to ensure consistency, cooperation, and positive daily operations.
- Complete required administrative tasks related to the position.

Communication & Conflict Resolution

- Staff are expected to address issues directly with co-workers when they arise.
- If a situation cannot be resolved, it is the staff member's responsibility to request a meeting with the Supervisor and/or Manager as soon as possible.

Program

- Develop and implement an emergent curriculum with clear goals for children's holistic development and family participation.
- Annually review and contribute to the Program Statement for the organization.
- Plan, supervise, and implement indoor and outdoor programs, ensuring a balance of individual/group and quiet/active activities.
- Prepare playrooms and playgrounds daily to ensure readiness and safety.
- Ensure program plans meet children's needs while complying with the *Child Care and Early Years Act, 2014* and *How Does Learning Happen?* framework.
- Incorporate celebrations of diverse cultures into programming.

- Include creative, dramatic, cognitive, emotional, musical, science, fine motor, physical literacy, sensory, and transition activities.
- Complete program sheets with specific activity descriptions and goals using the *Continuum of Development*.
- Post past and current week program sheet for family access.
- Use varied teaching strategies: modeling, observing, questioning, demonstrating, reinforcing.
- Provide and post a daily schedule; note any changes and adapt as necessary.
- Maintain up-to-date classroom records (attendance, accidents, medication, allergy lists, portfolios, emergency lists, fire drills, illness forms).
- Conduct daily health checks and administer medication with proper authorization.
- Observe and evaluate children's progress and behavior; document findings.
- Ensure children's dietary requirements are met and promote self-help skills.
- Establish toilet learning programs and follow Toronto Public Health guidelines for diapering and hand washing.
- Promote positive social experiences, anti-racism, and cultural understanding.
- Support team documentation and programming, mentor student educators, and assist new staff.
- Supply staff provide service but are not required to plan programs, administer medication, attend meetings, or complete regular documentation; encouraged to participate in policy reviews and CPR/First Aid training.

Family

- Provide instruction, guidance, and assistance to families as needed.
- Maintain professional communication channels to ensure regular information sharing.
- Offer ongoing support and resources to families.
- Facilitate referrals to community services when necessary.
- Participate in parent interviews, meetings, and social events.
- Contribute to newsletters and other communications.

Students

- Supervise, observe, record, and evaluate students, volunteers, and supply staff.
- Demonstrate appropriate teaching techniques.
- Monitor student progress and delegate responsibilities as appropriate.
- Assess, record, and discuss daily observations with students.
- Review and provide feedback on daily activity plans and journals.
- Complete weekly, mid-term, and final written evaluations.
- Establish and maintain professional relationships with supervising faculty.
- Follow all procedures outlined in the Volunteer/Student Policy.

Staff

- Work cooperatively as part of a team, maximizing individual and group potential.
- Support and maintain a team approach to the children's program.
- Maintain professional communication with colleagues, the Supervisor, outside agencies and administrative staff.
- Participate in all staff meetings, workshops, and conferences.
- Take part in annual performance appraisals.
- Maintain knowledge of community resources, agency services, and current issues.
- Respect and uphold confidentiality between staff, families, and outside agencies.
- Attend all staff meetings, parent meetings, and other centre functions.

Community

- Act as a resource person to families and the community.
- Promote positive public relations for the Centre.
- Maintain ongoing communication with outside agencies supporting children and families.

Professional Development

- Set personal goals and objectives for professional growth.
- Maintain professional appearance and conduct at all times.
- Take responsibility for one's actions and behaviour while at work.

Other Duties

- Perform other duties as assigned by the Supervisor, or Executive Director.

Qualifications

- Experience in licensed child care work and activities.
- Ability to guide, instruct, and care for children effectively.
- Provide direction to program staff, Early Childhood Assistants, supply staff, and students

- Handle emergencies, crises, and challenging behavior calmly and effectively.
- Maintain composure in frustrating situations.
- Exercise professional judgment within established guidelines and report non-routine situations.
- Accommodate competing demands while maintaining program quality.
- Maintain accurate records.
- Communicate effectively with children, families, co-workers, and community partners.
- Maintain confidentiality.
- Physical ability to carry/lift children and items, stand for extended periods, and work at children's height.
- Willingness to work overtime and in conditions involving exposure to bodily fluids, infectious diseases, high noise levels, and occasional inclement weather.
- Knowledge of relevant legislation and regulations (*OHSA, CCEYA, Child and Family Services Act*).
- Accessibility accommodations to be shared with Administration prior to starting work.

Minimum Requirements

- Graduation from an approved Early Childhood Education program or recognized equivalent.
- Registered in **good standing with the College of ECE**.
- Clear Police Reference Check (PRC), renewed every five years; sign a declaration form in alternate years within two weeks of the anniversary.
- Current CPR and First Aid certification.
- Clear health check, including up-to-date immunizations.

Reviewed Nov/99, Revised Jul/06, Revised Oct/14, Revised Oct/15, Revised May16, Revised Dec/17, Jan/18, Revised July/15/2021/Revised September/2025, revised July 2026