



## EMPLOYMENT OPPORTUNITY

### ECE Resource Teacher

Job Reference Number: 2021-EDU-I/E-FT-002

Internal/External Posting

Full Time-Permanent

**Posting Date:** May 31, 2021

**Closing Date:** June 11, 2021, **12:00 noon.**

Under the direction of the Director of Education & Children & Family Learning Center Supervisor, the ECE Resource Teacher will provide resources and support to the program, families and children with special needs.

#### Summary of Duties:

- To provide parents, guardians, childcare providers and the community with information, resources and educational programs to enhance parenting and childcare skills.
  - To collect and disseminate information on various parenting issues and other topics of interest to families in the community.
  - To provide children with the opportunity to socialize and play with caregivers and other children and to promote developmental play.
  - To develop parent groups, to ensure that these groups have a location to meet and to guide them in terms of development and support.
  - To provide caregivers with information on services available in the community, their function and processes required to access these services.
  - To ensure maintenance and a complete and accurate database and records of programs, services and community resources.
  - To collaborate with other community agencies and organizations in the development and delivery of program and services concerning parenting or any other child care needs.
  - To ensure that the program philosophies, policies and procedures are followed.
  - To attend professional development, parent education workshops, seminars and training sessions.
  - To ensure that pamphlets containing pertinent information about the resources are available for distribution.
  - To act as a resource for staff members and to know where to find resources for planning a quality program.
  - Identify strengths and needs of children (using needs assessment kits as necessary).
  - Determine level of service based on needs of child, family and program.
  - Develop individual education plans.
  - Implementation of IEP.
  - Conduct site visits utilizing methodologies appropriate to the setting.
  - Provided service coordination utilizing a team approach.
  - Facilitate partnerships with families, educators, and caregivers.
  - Conduct home visits to facilitate the achievement of the identified goals.
  - Provide information and support for families at meetings.
  - Work in collaboration with educators and caregivers to support the early education program.
  - Build respectful relationships with children, families, programs and professionals.
- Other duties determined by the Supervisor/Director

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### **Mandatory Qualifications:**

A successful candidate must possess the following:

- Early Childhood Education Diploma (or provincially recognized equivalent);
- Resource Teacher Post-Diploma Certificate;
- If candidates do not hold the post-diploma certification candidates must have a minimum of 2 years' experience working/volunteering with young children and have the willingness to enroll immediately in the RT program;
- Must be registered with the College of Early Childhood Educators;
- Clear Criminal Reference Check;
- Current First Aid & CPR.

Incomplete applications **WILL NOT** be considered & WILL automatically be screened out.

Please forward a cover letter, resume and three professional references by email to

[recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

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