



Job Title: Lead Educator

Department: Childcare

Reports To: Director of Day Care

Supervises: N/A

Salary Grid: 7

Probationary Period: 3 months

Job Type: Full-time / Permanent

Job Summary:

The Early Childhood Lead Educator oversees the planning and implementation of a high-quality, child-centered curriculum and provides direct supervision to assigned educators, assistants, and students. This role ensures the safety and development of children, manages classroom operations, and coordinates with families to support each child's growth in a collaborative learning environment.

Key Responsibilities:

- Lead all aspects of classroom activities, ensuring a safe, structured, and supportive environment for children. Oversee the daily schedule and manage transitions between activities.
- Supervise and provide guidance to the Early Childhood Educator and Assistant Educator, ensuring alignment with educational goals and child safety practices.
- Design and execute a comprehensive, age-appropriate curriculum that fosters physical, emotional, social, and cognitive development, in alignment with the guidelines outlined in "How Does Learning Happen: Ontario's Pedagogy for the Early Years."
- Observe and assess children's individual needs and work with educators to adapt learning strategies accordingly.
- Complete and maintain accurate records, including individual development plans for children, attendance logs, and other administrative documents related to classroom activities and child progress.
- Serve as the primary contact for families, providing regular updates on their child's progress, addressing any concerns, and facilitating parent meetings as needed.
- Ensure adherence to all health, safety, and hygiene standards within the classroom, and follow all health protocols.
- Coordinate classroom supplies, manage toy and material inventory, and report any maintenance needs to the Director.

- Provide on-the-job training and mentorship to educators, assistants, and students, fostering professional growth and reinforcing best practices.
- Implement positive behavior management techniques, promoting social skills and cooperative behavior among children.
- Open and close the classroom or facility as assigned.
- Assist the Director with performance evaluations of the Educators and Educator Assistants under their supervision.
- Perform any other tasks as assigned by the Director.

Qualifications:

- **Education/Certifications:**
 - Post-secondary education in Early Childhood Education.
 - First Aid Certification is required.
- **Experience:**
 - Minimum 2 years of experience in early childhood education.
- **Skills:**
 - Bilingual in French and English required.
 - Strong leadership and organizational skills.
 - Effective communicator with children, families, and team members.
 - Proficient in curriculum planning and child assessment.
 - Patient, responsible, and proactive in managing classroom dynamics.

Working Conditions:

- **Work Hours:**
Regular daytime hours, with flexibility as required for special events or meetings.
- **Physical Demands:**
Requires occasional lifting of children. Active engagement in both indoor and outdoor activities.
- **Work Environment:**
Exposure to typical childcare centre environments, including noise, cleaning products, and various temperaments among children.