



Sample Early Childhood Staff Job Description

When creating a job description for an early childhood educator (ECE), the Administrative team/Director/Board of Directors/Owner need to identify all of the duties that they would like for the ECE staff to manage. Remember that this individual will be a face of the child care program to your families.

The ECE staff is typically on the floor all day either as a part time employee or full time employee, and their duties are primarily management and implementation of the classroom. They are in charge of the daily happenings within their classroom, which means they guide the development of the children, do light housekeeping, plan and implement curriculum, maintain their classroom environment. The ECE staff is accountable to the center Director.

To organize the tasks and duties that you will assign think about the core areas, then from there you can create a description of responsibilities and then specific details to make your expectations clear. An example of some core areas could be;

- Establish and Maintain a Safe and Healthy Learning Environment
- Advance Physical and Intellectual Competence
- Build Positive Self-Concept and Individual Strength
- Promote Positive Functioning of Children and Adults
- Coordinate Home and Centre
- Supplementary Responsibilities

The following pages are a sample of the beginning of a ECE staff's job description to give you an idea of information that it could contain. One thing to keep in mind is that this description is a guide for your employee to know and understand the expectations that you have for them. It is important to have an informational paragraph and then categories and specifics. These have been identified in the below sample as well.

Sample;

Early Childhood Educator (ECE) Job Description

ECE's are individuals whose primary responsibility is the care and education of children. The ECE presents, directs, and assesses the positive emotional, physical, social, and cognitive development of children in a child care setting by implementing appropriate activities and programs according to each child's individual development abilities, interests and needs.

The main areas of responsibility for the Early Childhood Educator are as follows:

- I. Establish and Maintain a Safe and Healthy Learning Environment**
 - A. Safety
 - B. Health
 - C. Learning Environment
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I. Establish and Maintain a Safe and Healthy Learning Environment

ECE's should develop and implement a program that considers the child's basic needs for safe and healthy practices. The child's need to learn through safe and active exploration must also be promoted.

A. Safety

The ECE helps to provide a safe environment to prevent and reduce injuries. Indoor and outdoor areas should be free of dangerous conditions and materials. The ECE should be able to prevent injuries and handle emergencies, accidents and injuries appropriately if they occur. Also to fill out appropriate forms before leaving the center for the day.

Maintains a clean and health environment for children and adults by performing light housekeeping duties and simple repairs, if unable to do a repair ECE should notify Management.

Implements monthly practice procedures: for fire, natural disasters and other emergencies. Releases children only to authorized individuals in accordance with Center Policy.

Specifically, the ECE will:

Supervise all indoor and outdoor play.

Know how to use safety equipment, such as fire extinguishers and smoke detectors.

Ensure that safety equipment is in place and operable.

Anticipate and make plans to prevent potentially dangerous situations.

Use safe car and bus travel procedures, using restraints as required.

B. Health

The ECE should promote good health and nutrition and provide an environment that does not contribute to or cause illness or disease.

Indoor and outdoor area should be kept free of materials or conditions that could endanger children's health.

The ECE should model and encourage good health and nutrition habits with children.

Follows Center Procedure: for maintaining daily health records and administering medication and First Aid.

Replenishes First Aid supplies as needed and informs Management of diminishing supplies.

Updates self, daily as to which children have allergies and other conditions which require special care.

Immediately reports suspected illness as per Center and State Policy.

Specifically, the ECE will:

Provide nurturance and affection.

Etc.