



## JOB DESCRIPTION

**Title:** Supply Teacher

**Reports to:** Supervisor and Classroom Teachers

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### **Job Summary:**

The Supply teacher work closely with the classroom teachers and all other members of the team to provide a quality care and education to young children registered at We B Kidz. The supply teachers fulfill duties in accordance with the centre policies and program statement; as well as CCEYA regulations, Code of Ethics, and all regulatory standards required by federal, provincial, and municipal governments. This job description outlines general duties; However, the job or the duties may change or adjust from time to time based on the classroom, or the center needs.

### **Duties & Responsibilities:**

- Attend to children's emotional, cognitive, social, and physical needs as promptly as possible. Physical needs are including but limited to toileting, diapering, eating, and sleeping.
- Be responsive to the current needs of children and be aware of their potential needs.
- Release children only to authorized persons.
- Follow Health and Safety protocols. Monitor the environment (classrooms, hallways, washrooms, playground) for hazards.
- Follow Sanitary practices.
- Maintain and tidy, clean environment for children.
- Provide proper supervision of children at all the time.

### **Administrative Responsibilities**

- Attendance records and health checks:
  - Attendance records must be completed with accurate times. staff -to-children ratio must be met at all the time in accordance with the CCEYA and the Ministry of Education.
  - Health Checks to be done daily. Upon arrival of children, teachers must document any sign of illness (ex: runny nose) or visible physical injuries (bruise, scratches, scrape). Teachers should ask parents what happened and document the reason. Staff member should not admit children showing signs of illnesses.
- Complete Communication log daily
  - Any communication with parents (in person, via phone, or email). Including not limited to parents concerns or complaints, their special request, or reminders must be documented.
  - Incident: any incidents need to be documented both in incident report and the communication log. The report must be sign by 1) teacher 2) supervisor 3) parents. Teacher should follow incident report policy when incidents occurs.
  - Medication: when parents bring a new medication, teachers must complete a medication form and document it in the communication log. Any time teachers administer a medication they must document it both in the medication form and



communication log. The report must be sign by 1) parents 2) teachers 3) supervisor. Teachers need to follow medication policy when parents bring a new medication.

- Illness: If a child become ill in our care, documentation must be done both in the Illness report and Communication log. The report must be sign by 1) teacher 2) supervisor 3) parents. Teachers should follow illness policy when a child shows signs of any illnesses.

- Daily Reports: Must be completed every day for each child.
- Emergency Cards: Maintain update emergency cards (Teachers must have a copy of emergency cards during outdoor play, emergency evacuation, and inside the classroom)
- Update classroom bulletin board with documentation of children's learning for parent's review

#### Programing and Activities:

- Plan, carry out, and assess developmentally appropriate activities and experiences in accordance with We B Kidz program statement and HDLH.
- Follow the classroom schedule which provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities.
- Participate in short- and long-term planning of educational activities and play in accordance with We B Kidz program statement.
- Provide opportunity for child directed play experience. Use observations to expand play.
- Prepare and maintain safe, clean, stimulating environment for children.

#### Interaction with Children

- Follow behaviour guidance and policies established by the centre and consistent with accepted practice in the field.
- Assist children in expressing themselves by listening and responding with open-ended questions or comments that extend conversations.
- Use a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcement.

#### Communication with parents:

- Discuss the programs daily events and the child's daily progress with parents.
- Accommodate the parent's instructions for daily routines when possible within group routines.
- Build trust and positive relationships with families in the program.
- Encourage parents to participate whenever possible.
- Plan for parent meetings when needed.
- Initiate referrals or additional services that children may require. (ex: Speech Therapists, Occupational Therapists, Early Interventionists, and etc.)
- During communication with parents, keep in mind that We B Kidz respect all children's and family's privacy. In any situation such as an altercation or incident between two children (biting, pushing, hitting, scratching, etc.), or any situation involving two or more children from different families, do not name the other child who was involved. Use the phrase of "another child" when writing a report. If parents ask, you may say "I am sorry, but I cannot disclose this information".



### Contribute to the ongoing operations of the centre.

- Follow licensing requirements.
- Attend regular staff meetings and trainings.
- Maintain confidentiality of information related to the centre's children, their parents, and staff.
- Maintain regular and open communication with team members and supervisor.
- Plan and carry out annual personal development.
- Keep up to date with early childhood advocacy developments.
- Maintain regular attendance and punctuality.

### Requirements and Qualifications:

- High school diploma
- Up-to-date Immunization record and TB test
- Ability to lifting up to 20 kg, bending, pushing, carrying and pulling.
- Must have a good grasp of the English language and the ability to communicate effectively with both children and adults.
- Flexibility regarding assigned working hours. Must be available at least 2 days per week between 7-6:30.
- Only individuals legally entitled to work in Canada will be considered for employment with We B Kidz.

### Successful candidates will be required to provide the following prior to start date:

- Certificate of completion for Standard First Aid and CPR level C
- Vulnerable Sector Check: VSC must have been completed by a police service prepared no earlier than six months before the day it was obtained by, We B Kidz; and must be an Original.
- Complete We B Kidz medical form, signed by your physician.
- CCEYA Self Test
- Health and Safety Awareness Training for Workers

### Wage:

- Wage dependent on qualifications / experience