

## **JOB DESCRIPTIONS**

### **Childcare personnel Educator**

Descriptive summary: under the responsibility of a manager, the educator implements an educational program comprising activities aimed at the overall development of the children for whom she or he is responsible, ensures the health, safety and well-being of the children and performs various tasks related to her duties.

Implement an educational program including activities aimed at the overall development of the children for whom she is responsible.

- Plan and prepare educational activities to develop all dimensions of the person.
- Support and supervise children in their activities and promote their adaptation and integration into community life.
- Observe and assess the development and behavior of children.
- Guide children in the actions of daily living, including food, hygiene, dressing and personal care, by promoting their independence and healthy habits.
- Develop a relationship with parents and discuss with them the development of their child, especially when the child arrives or leaves.
- Collaborate in the conception of individual intervention plans for children with special needs and ensure their application.
- Ensure the health, safety and well-being of children.

Perform various tasks related to her duties.

- Arrange, decorate and tidy up the room.
- Prepare and store the material.
- Perform any other related task.

Minimum admission conditions: It is the employer's responsibility to assess the minimum admission conditions for childcare personnel, in accordance with *le Règlement sur les services de garde éducatifs à l'enfance* (the Regulation respecting educational childcare services) and the *Directive concernant l'évaluation de la qualification du personnel de garde et les équivalences de formation reconnues* (the Directive concerning the evaluation of qualification of childcare staff and recognized training equivalents).

To this end, article 23 of the Regulation provides that "the holder of a permit must ensure that at least 2 out of 3 members of the childcare staff are qualified and present every day during the provision of day-care services", hence the following distinctions:

Qualified educator: diploma of college studies (DEC) in early childhood education techniques or in childcare education techniques or any equivalent recognized under the Directive concerning the evaluation of the qualification of childcare personnel and recognized training equivalencies.

Unqualified educator: no specific minimum conditions are required.

## **Service staff responsible for Food management or cook**

Under the responsibility of a manager, the food manager or the cook develops varied and balanced menus taking into account the Canadian Food Guide, prepares complete meals and snacks, purchases and stores food, and cleans and take care of the dishes, utensils, equipment and workplaces.

Characteristic attributions

- Develop varied and balanced menus taking into account the Canadian Food Guide.
- Develop menus on a monthly, quarterly or semi-annual basis, as well as thematic menus from time to time.
  - Prepare and display the weekly menu.
  - Adapt the daily menu or prepare a specific menu to take into account children's allergies, dietary restrictions or special diets.

Prepare full meals and snacks.

- Organize your workday and set it up.
- Prepare the food and make the chosen recipes.
- Allocate portions of meals and snacks, distribute and serve them

Buy and store food.

- Plan your purchases according to the menu and the allocated budget.
- Discuss with suppliers and place orders.
- Store food and ensure stock rotation taking into account the rules of hygiene, safety and food preservation.

Clean and take care of dishes, utensils, equipment and workplaces.

Perform any other related task.

Minimum admission requirements Professional studies diploma (DEP) in establishment cooking or equivalents

## **Rotating educator position**

Under the responsibility of a manager, the educator implements an educational program comprising activities aimed at the overall development of the children for whom she or he is responsible, ensures the health, safety and well-being of the children and accomplishes various tasks related to his function.

### **Rotating schedule on weekdays:**

Monday 7:00 am-3:30(45) pm, Tuesday 7:45 am-4:15 pm, Wednesday 8:15 am-4:45 pm, Thursday 8:30 am-5:00 pm and Friday 8:45 am-5:00 pm ( plus late arrivals)

This schedule may change according to the parents' request for services, and also according to the choice of the primary educators during an annual consensus or upon their submission of a written request to management.

The treatment of vacations will be applied according to the policy of the Early Childhood Center (CPE) in place.

Implement an educational program including activities aimed at the overall development of the children for whom it is responsible.

- Plan and prepare educational activities to develop all dimensions of the person.
    - Have a means of communication to follow up with each principal educator in a group, to see to the continuity of the programming.
    - Have plans B in case of unforeseen events or according to the dynamics of the day of the group of children.
  - Support and supervise children in their activities and promote their adaptation and integration into community life.
    - Have good communication with each primary educator to ensure the harmony of the group during the transition between the 2 educators.
  - Observe and assess the development and behavior of children.
    - Exchange information on each child periodically, including before and after each of the biannual parents' meetings
    - Guide children in the actions of daily living, including food, hygiene, dressing and personal care, by promoting their independence and healthy habits.
    - Communicate their own observations, concerns, good moves, etc ... with each primary educator.
  - Develop a relationship with parents and discuss with them the development of their child, especially when the child arrives or leaves
    - Transmit relevant information subsequently to the primary educator.
  - Collaborate in the design of individual intervention plans for children with special needs and ensure their application.
    - Communicate their own observations, concerns, good moves, etc ... with each primary educator.
2. Ensure the health, safety and well-being of children.
  3. Perform various tasks related to his duties.
    - Arrange, decorate and tidy up the room.
    - Prepare and store the material.
    - Be prepared, having read the necessary documentation (before and after the meetings), take part in discussions, provide observations and ideas during team meetings.
    - Perform any other related task.