

## STUDENT PLACEMENT POSITION DESCRIPTION

<b>Position Title:</b> Early Childhood Education (ECE) Student Placement	<b>Locations:</b> 3038 Hurontario St., Mississauga 60 Gillingham Dr., Brampton
<p><b><u>Responsibilities and Duties:</u></b> <i>(but not limited to)</i></p> <ul style="list-style-type: none"> <li>▪ Under the direction and guidance of the Lead ECE:           <ul style="list-style-type: none"> <li>▪ Care for and supervise children.</li> <li>▪ Ensure a safe and secure environment for all participants.</li> <li>▪ Assist staff in providing children in healthy opportunities to learn and play.</li> <li>▪ Assist in the development of childcare activities including crafts, music, storytelling, games and plays.</li> <li>▪ Assist in planning snack breaks.</li> <li>▪ Conduct safety checks of the childcare area, including monitoring &amp; inspecting equipment/toys within the childcare area.</li> <li>▪ Report all accidents or unusual incidents to staff.</li> <li>▪ Set up and take down of program equipment, including cleaning &amp; maintenance of toys and equipment.</li> </ul> </li> <li>▪ Ensure client/participant safety and security at all times.</li> <li>▪ Provide regular updates on the activities and accomplishments of participants to staff.</li> <li>▪ Complete learning contract in conjunction with the placement supervisor.</li> <li>▪ Provide relief reception duties - answering telephones, welcoming clients, taking accurate messages etc.</li> <li>▪ Interact with the program participants in a professional and polite manner.</li> <li>▪ Become familiar with the agency's programs, services, practices and staff.</li> <li>▪ Complete all tasks and responsibilities within assigned timelines.</li> <li>▪ Notify the supervisor of absences and/or lateness.</li> <li>▪ Adhere to the vision, mission, vision, and guiding values of the organization and the Newcomer Services Program.</li> <li>▪ Maintain confidentiality of clients, staff and peers.</li> <li>▪ Represent Indus in a professional manner at all times.</li> <li>▪ Arrive on time and be committed to the agency and the agreed upon hours.</li> <li>▪ Assist with all other duties as assigned.</li> </ul>	
<p><b><u>Qualifications and Skills:</u></b></p> <ul style="list-style-type: none"> <li>▪ Currently enrolled in an accredited post-secondary Early Childhood Education program</li> <li>▪ A genuine interest in the welfare and safety of children is patient, caring, cheerful and flexible.</li> <li>▪ Should be physically capable of holding or carrying a small child</li> <li>▪ Demonstrate professional work behaviour including time management, responsibility for assigned tasks, attention to work details, in addition to solid interpersonal and organizational skills.</li> <li>▪ Must demonstrate initiative, a positive attitude and an ability to work in a team setting.</li> <li>▪ Clear and accurate verbal and written English communication skills.</li> <li>▪ Must demonstrate flexibility and adaptability; responsible, reliable, self-motivated and detail-oriented.</li> <li>▪ Respect confidentiality at all times.</li> <li>▪ Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity.</li> <li>▪ Ability to take direction from staff at all levels.</li> <li>▪ Proficiency in Microsoft Office Suite, Internet &amp; Email.</li> <li>▪ The following is mandatory for this position:           <ul style="list-style-type: none"> <li>▪ Current Criminal Record Check including Vulnerable Screening.</li> <li>▪ Current CPR &amp; First Aid certification.</li> <li>▪ Proof of up-to-date immunizations including tetanus immunization and TB skin test.</li> </ul> </li> <li>▪ Must complete all required orientation and training sessions.</li> <li>▪ Indus' mandatory COVID-19 vaccination policy that requires all employees be fully vaccinated by a Health Canada approved COVID-19 vaccine has been temporarily suspended. Currently new employees will not have to show evidence of vaccination. Indus reserves the right to reactivate this policy at its own discretion based on Public Health recommendations. Individuals with valid medical or other human rights-based exemptions will continue to be considered for appropriate accommodation within the policy and in accordance with the Ontario Human Rights Code.</li> </ul>	

Note: This description is intended as a guide to reflect the principal functions of the role. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.