



Allen Gray Child Development Centre

Bringing Generational of Quality Living Together

Position:	Child Development Facilitator Level 3	Date:	June 2024
Immediate Supervisor:	Child Development Manager	Revised:	2016, 2013, 2012
FTE:	1.0 – Monday to Friday	Scope:	Out of Scope

Position Summary:

The Level 3 Child Care Facilitator plays an important role in supporting the Child Development Manager and Program Assistant/Coordinator in delivering an exceptional childcare program. This program is designed to provide high-quality living experiences for children, residents, and their families. The facilitator will engage in various duties aimed at fostering a safe, nurturing, and stimulating environments for all children in our care.

Duties and Responsibilities:

- Plans and carries out developmentally appropriate activities and experiences for children in compliance with Allen Gray Child Development Centre's philosophy and program.
- Plans daily programming and develops age-appropriate activities based on children's interests and document children's learning using the Flight: Alberta Early Learning and Care Curriculum Framework.
- Ensures that all programs/activities focus on quality living experiences for the children and the residents/clients of the centre.
- Ensures record keeping of all weekly program plans.
- Gives feedback and areas of interest to Program Coordinator for special events and field trips.
- Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities.
- Establishes and carries out a daily schedule that incorporates child-directed activities, care routines, and transition times.
- Organizes space, equipment, and materials before activities.
- Assists children in expressing themselves by listening and responding with questions or comments that extend conversations.
- Uses a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing.
- Encourages and assists children to practice self-help skills daily.
- Plans and carries out experiences that foster an understanding of a variety of cultures and value systems.
- Provides opportunities for self-directed play experiences.
- Plans and carries out activities that encourage problem solving.
- Organize and create individual portfolios for each child enrolled in classroom.
- Contributes to programming resources.
- Participates in long term program planning and the annual staff program review.
- Comfortable contacting a child's family to inquire when a child has been absent for more than two consecutive days and inform the Child Development Office as to the outcome.



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Qualifications:

- A valid Early Childhood Development Level 3 Certification.
- A valid and current first aid certificate.
- A cleared Criminal Record Check with a vulnerable sector.
- Experience in childcare environments.
- Excellent Interpersonal skills.
- Respect for and interest in working with elderly as well as very young persons.

Ensure Positive Self-concept of Children's Behavior:

- Provides positive guidelines such as redirecting, positive language, and positive reinforcement.
- Immediately addresses problem behaviors without labeling the child.
- Follows behavioral guidance policies established by Allen Gray Child Development Centre and is consistent with accepted GRIT ASAP Pyramid practices and those consistent with best practices in the childcare field.

Ensure a Safe and Healthy Environment:

- Follows Allen Gray C.D.C's procedures for emergency preparedness, maintaining health records, administering medication and first aid.
- Ensure portable emergency cards are on hand when leaving the classroom for intergenerational activities, outdoor play and field trip, etc.
- Reports all accidents, injuries, and illnesses to the Child Development Manager in person and records such incidents on fastoche (accident form)
- Monitor the environment for hazards.
- Ensure you are well versed with children's allergies and other special conditions.
- Attends to children's physical needs for diapering, toileting, eating, and sleeping as promptly as possible.
- Reports all incidents and observations relating to child abuse, according to Allen Gray C.D.C's policy.
- Releases children only to authorized persons, according to Allen Gray C.D.C's policy.
- Responsible for completing daily, weekly and monthly cleaning of toys, equipment and furnishings.
- Responsible for completing the outdoor playground checklist.
- Responsible for completing daily fridge temperature checklist twice daily.
- Responsible for completing monthly illness logs and document all illnesses.



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Create a Positive Communication Relationship with Parents:

- Encourages parents to participate in the program, under your leadership.
- Accommodates parents' instructions for daily care routines
- Arrange parent conferences, in consultation with the Child Development Manager, where appropriate.

Contribute to the Ongoing Operation of the Centre:

- Follows childcare licensing regulations.
- Carries out the responsibilities of the Child Development Manager designate, when requested.
- Attends regular staff meetings.
- Maintains confidentiality of all information related to the children, parents, residents, educators and staff.

Personal Attributes and Development:

- Participates in housekeeping duties to keep the centre clean and tidy.
- Attends regular staff meetings, workshops and other professional development related courses.
- Keeps up to date with Early Childhood Education development requirement.
- Maintains regular attendance and punctuality.
- Maintains a clean, conservative appearance.
- Works as a team player with a positive attitude.
- Respects our children, parents and residents.
- Uses the logbook to record all notes and messages to management or other educators.

Salary: \$26.05 Hourly

Benefits: Health and Dental with Blue Cross after 3 months waiting period.

Long Term Disability, AD&D and EAP after 3 months waiting period.

Employer and Employee Split: Employer pays 75% and Employee pays 25%

LAPP after 1 year waiting period.