

### **1.2.3 DAY CARE SERVICE EDUCATOR, PRINCIPAL CLASS**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting the day care service technician in setting up the program of activities and in carrying out certain administrative tasks.

The role also consists in organizing and coordinating the duties performed by members of a team composed mainly of day care service educators.

In addition, he or she carries out the characteristic functions of the class of employment of day care service educator.

#### **Characteristic functions**

The employee in this class of employment assists the technician in organizing and setting up activities to be conducted with team members; he or she ensures that the team prepares activities in keeping with the day care service program. He or she may be called upon to organize thematic activities and outings for certain students or for all students with team members. He or she coordinates and distributes the work and ensures that it is carried out as agreed. He or she provides support to team members working with students with special needs. He or she may be called upon to give the technician his or her opinion on the quality of the activities conducted.

He or she receives requests for materials from team members, forwards them to the technician or, at his or her request, purchases the material according to the procedure established. He or she may be required to keep an inventory of materials and equipment.

He or she assists the technician in ensuring that the work of team members is carried out in accordance with the laws, regulations and rules established, particularly in matters dealing with hygiene, safety, prevention and cleanliness of materials and premises.

He or she assists the technician in entering the data collected by educators dealing with attendance, student behaviour and, if need be, medication.

He or she assists the technician with time-sensitive administrative work; he or she may be required to take part in complicated administrative duties assigned by the technician.

He or she may be required, at the request of the school principal, to assist the technician with duties required prior to establishing the budgetary forecasts of the day care service.

He or she makes suggestions and recommendations designed to improve the operation of the day care service.

He or she may be required to use a computer and the necessary software to perform his or her duties.

He or she coordinates and participates in employee orientation and in the integration of new educators.

He or she may be required to train new day care service educators, principal class and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

**Required qualifications**

Schooling and experience

Hold a Secondary School Diploma and an Attestation of College Studies in Early Childhood Education or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have four (4) years of pertinent experience.

or

Hold a Secondary School Diploma and an Attestation of Vocational Studies in Day Care Services or a diploma and an attestation of studies recognized as equivalent by the competent authority, and have five (5) years of pertinent experience.

Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.