

## POSITION DESCRIPTION

### Early Childhood Educator (Diploma)



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Team:	Childcare Services
Classification:	South Australian Municipal Salaried Officers Award General Officer Level 2
Employment type:	As per letter of offer
Industrial agreement:	Southern Mallee District Council Enterprise Bargaining Agreement Number 10 of 2019
Reports to:	Team Leader
Last review date:	May 2021

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#### Position objective

The Early Childhood Educator (ECE) works as part of a small team to create and provide a safe and stimulating environment that fosters the development of children (0-12 years).

The Childcare Services team deliver high quality care and develop relationships that support and partner with families and communities, ensuring children's services are compliant with legislation, regulations and policies of council.

The Early Childhood Educator is a key member of the organisation and assists in the building of an innovative and constructive organisational culture.

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#### Position accountabilities

- Plan, implement and evaluate a program of care and education that is developmentally appropriate and meets the needs of each child;
- Participate in a small team of staff across childcare services and administration to ensure compliance with all relevant legislation, regulations, policies and procedures;
- Participate in the day-to-day operations of indoor and outdoor activities;
- Ensure developmental records are maintained for each child;
- Communicate with parents on a professional and confidential basis information about the Service, the curriculum, and the progress of their child/ren;
- Provide information to parents and families about services and facilities available within the local Community;
- Administer and record any medications given to children as required;
- Assist with the reviews of service policies and procedures;
- Contribute to a working environment that fosters a constructive team culture that values diversity, innovation, collaboration, learning and development and achievement;
- Provide efficient, respectful and professional service and ensure effective and appropriate communication to all internal and external stakeholders;
- Any other duties consistent with the scope and level of this position as required and directed by the Coordinator Childcare Services.

## **Skills, knowledge, and experience**

- Experience in an equivalent position within a Childcare service, and/or comparable complex environment;
  - Experience in liaising with and providing appropriate information to various clients, internal and external stakeholders, members of the public, Council and others in relation to childcare services;
  - Demonstrated ability to work well in a team environment and the ability to achieve organisational and team values, goals and objectives and to behave professionally;
  - Sound oral and written communication skills including negotiation, conflict resolution and problem solving skills and the capacity to build and maintain positive relationships;
  - Sound interpersonal skills including the capacity to perform effectively in diverse and complex environments;
  - Proven experience in process improvement and customer service;
  - Sound knowledge of the principles of equal opportunity, diversity, work health and safety and risk management;
  - Ability to participate in work that involves strategic thinking, understanding of clear but complex rules, development of creative solutions and contribute to outcomes that improve efficiencies of the organisation;
  - Demonstrated ability to use initiative and contribute to an innovative organisation;
  - Experience in a range of software programs including Skytrust, Kidsoft, Story Park and Microsoft office.
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## **Education, training and licences**

- A Diploma in Early Childhood Education and Care or equivalent (at a minimum) is essential;
  - A satisfactory Working with Children check is essential;
  - Child Safe Environments for Children and Young People is essential;
  - Current 'Provide an emergency first aid response in an education and care setting – HTLAID012'
  - Current 'Provide CPR – HTLAID009
  - Current 'C' class driver's licence is desirable;
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## **Work Health and Safety**

- Perform all work in accordance with WHS legislation and Council's policies and procedures
  - Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness;
  - Commitment to continuously improve the culture of the organisation in relation to risk management and WHS.
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## **Relationships**

The Early Childhood Educator reports to the Team Leader and integrates with the entire organisation. It is integral that the employee creates and maintains a positive team environment.

Internal: All staff and Executive Team.

External: Service users, community groups and residents, State Government, other local governments, statutory authorities and other stakeholders as required.

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## Acknowledgement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required.

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## Acceptance of the position

Signing this position description indicates an agreement and acceptance of the contents and conditions

Employee name	
Signature	
Date	

Signed on behalf of Southern Mallee District Council	
Name	
Title	
Date	

## SOUTHERN MALLEE DISTRICT COUNCIL VISION AND VALUES



**Vision: -** A place where people aspire to recreate, do business and live well.

**Mission: -** With passion and pride we provide civic and fiscal opportunities and infrastructure that builds and supports an energetic, inclusive community.

**Measurements: -** We will know we have achieved our vision when the following things occur

- Our population grows
- Our demographic is diverse [ including the very young to the very old ]
- New business is attracted to the region
- The community is strong and proud
- The brand of the SMDC is strong and easily recognised

### **Corporate values**

Our values guide our behaviour and decision-making as an organisation and how we strive to lead and serve our community. These values are the cornerstone of the District's corporate governance and have been adopted by Council in the Strategic Management Plan.

**People** – Councillor, staff and volunteer contributions are vital in striving to meet our diverse community's aspirations and to foster community well-being. We will actively listen to, and engage our community, seek their participation and keep them informed of Council decisions that may impact on their lives.

**Excellence** – We strive to achieve excellence in ethical governance and to consistently provide consultative, innovative and responsive services of the highest quality standards.

**Heritage** – A deep respect for our shared history and heritage increases our capacity and confirms our fundamental responsibility to balance today's needs with the long-term interests of future generations.

**Partnerships** – Collaborative partnerships and regional cooperation increase value to our community and the Murraylands Riverland Region.

**Sense of place** – We recognise our natural environment as a significant asset that is critical to our future. We acknowledge that our community has entrusted Council to protect and enhance our streetscapes, built and natural environment.