

Knowledge and Understanding of How Does Learning Happen? Ontario's Pedagogy for the Early Years – in depth knowledge and understanding of CCEVA expectations creating age appropriate program plans and how to administer them

Knowledge of the Early Learning for Every Child Today – the framework for early childhood settings, planning and supporting exploration, play, and inquiry.

Experience working with children in an infant/toddler, preschool, SK/JK and/or school age setting - excellent leadership skills and experience in working with groups of different aged children in a program setting. Able to provide examples and samples of past programs where they have created and implemented positive learning environments and experiences that supported children in their development.

Experience working with high risk and/or children with special needs - has taken additional training and worked with children who required special support or program modifications to accommodate them into the classroom. Able to discuss inclusion techniques they have used

Experience, with all the licensing requirements including health & safety of children under the Child Care and Early Years Act/Public Health/Operating Criteria/Assessment for Quality Improvement – has in-depth experience in implementation and following health and safety policies and procedures.

Communication/Conflict Resolution: Communicates with clients (parents) and supports client engagement on a consistent basis. Experience in dealing directly with clients to resolve disputes/complaints. Experience in adapting messages and approaches to fit the client's needs and keeps everyone well informed as to their children and the program

Decision Making/Management/Leadership Experience: Shared experiences of identifying problems and making decisions to correct them. Pro-actively plans and thinks ahead using resources to make informed decisions

Academic/self development - Continues professional growth as an Educator by maintaining memberships in job related organizations, attends workshops and seminars

JOB INTERVIEW CHECKLIST

CRITERIA	YES	NO
Did the candidate arrive on time for the interview?		
Was the candidate dressed and groomed appropriately to work in a child care setting?		
Did the candidate know anything about our Organization?		
Did the candidate bring examples of their work? (professional portfolio)		
Did the candidate seem to be prepared for the interview?		
Did the candidate appear to pay attention? (not on cellphone)		
Did the candidate ask relevant questions about the organization or the program? Approximately how many _____		
When visiting a classroom, did the candidate pay attention to the children?		
Did the candidate articulate ideas clearly both written and orally?		
Did the candidate answer the questions well?		
Did the candidate have any concerns regarding the hours of work?		
Did the candidate use discretion when talking about previous employment?		
Did the candidate appear to be relaxed and self-confident?		
Did the candidate exhibit appropriate knowledge about ELECT, How Children Learn, Pedagogical documentation, and overall ECE practices?		
Did the candidate demonstrate the ability to work well in a team with management and peers?		
Did the candidate demonstrate the ability to solve problems, manage their time and work independently?		
Has the candidate had any leadership/supervisor experience?		
Has the candidate had any specialized training that would be of benefit in the classroom?		
Did the candidate demonstrate to your satisfaction that he/she has the necessary skills to perform the job successfully?		

NOTES

RESUME EVALUATION CHECKLIST

YES

NO

The candidate has followed the instructions regarding how to apply for the position		
The candidate has included the essentials-name, address, phone number		
The candidate has provided the required education and/or training required for the position (education, background, diplomas, degrees etc.)		
The candidate has provided a cover letter clearly outlining why they consider themselves a good fit for the organization		
The candidate is registered with and is a member in good standing with The College of Early Childhood Education (if required)		
The candidate has provided evidence of work experience that is related to the position and/or similar setting including the name of the organization and date(s) of employment		
The candidate has provided evidence of other work experience, community/volunteer involvement including the name of the organization, duties, and date(s)		
The candidate has provided three references one of which is from the candidate's current or previous Supervisor who can comment on the individual's performance		
The candidate has current CPR Level C and First Aid		
The application has no spelling mistakes and/or typographical errors		
The candidate has experience in: (example list) Working with children with diverse needs Planning and delivering an inclusive play-based learning and care program for children of different ages Utilizing a variety of teaching techniques related to ELECT and How Does Learning Happen? Leadership Working with families Supervising staff or volunteers		

NOTES:

BASIC INFORMATION HAS BEEN CONFIRMED BY PHONE INTERVIEW ____YES____NO

INTERVIEW ____YES ____NO ____MAYBE

POINTS TO CLARIFY IN THE INTERVIEW