

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1	Position Title	: ECCD Facilitator
1.2	Position Level	: PL 13
1.3	Occupational Group	: Administrative and Technical Staff
1.4	College/OVC	: Paro College of Education

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job).*

2.1 The ECCD Facilitator is responsible for the overall management of the Early Childhood Care and Development (ECCD) center, ensuring a safe, nurturing, and stimulating environment for young children.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory).*

- 3.1 Plan and implement structured learning activities that support early childhood development.
- 3.2 Plan and implement structured learning activities that support early childhood development.
- 3.3 Foster a safe and stimulating environment that encourages exploration and learning.
- 3.4 Promote inclusive education by addressing the diverse needs of children.
- 3.5 Monitor children's progress and provide feedback to parents/guardians.
- 3.6 Ensure a clean, hygienic, and safe learning space for children.
- 3.7 Monitor children's health and well-being and report any concerns to parents.
- 3.8 Promote proper nutrition and hygiene practices among children.
- 3.9 Maintain regular communication with parents regarding their child's progress and well-being.
- 3.10 Organize parent meetings on child development and parenting skills.
- 3.11 Foster a strong partnership between the center, parents, and the community.
- 3.12 Maintain attendance records of children and ensure compliance with ECCD regulations.
- 3.13 Assist in the procurement of necessary materials and equipment for the center.
- 3.14 Report any maintenance or operational issues to the concerned authority
- 3.15 Ensure adherence to the center's policies, including safety and child protection guidelines.

4. SPECIFIC ROLES AND RESPONSIBILITIES: (Provide list of specific task that is not covered by the Representative Work Activities).

- 4.1 Multi-tasking whenever and wherever required
- 4.2 Active
- 4.3 Healthy
- 4.4 Child Friendly personality
- 4.5 Good communication skills
- 4.6 Ability to love and talk with children
- 4.7 Ability to perform essentials job functions;
- 4.8 Recognize and act to correct hazards to physical safety, both indoors and outdoors;
- 4.9 Demonstrate good judgment to ensure children's health and safety
- 4.10 Providing nurturing care for children.
- 4.11 Facilitating children's play and learning
- 4.12 Planning and implementing daily schedules and learning programmes.
- 4.13 Creating conducive learning environments.
- 4.14 Ensuring that children are safe and have a sense of security at all times.
- 4.15 Observing children's behavior and reporting any change or abnormality found in children's behavior to the head of the Centre.
- 4.16 Preparing and documenting records of children's learning and development.
- 4.17 Reporting suspected child abuse, neglect or exploitation to the head of the Centre.
- 4.18 Reporting any case of accidents and injuries, while in her care, to the Head of the Centre and parents

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: (*Use KSA and Position Profile Matrix Position Directory as a guide*).

5.1 Education: Diploma in ECCD

5.2 Experience: Experience will be given preference for the purpose of shortlisting

5.3 Knowledge Skills and Abilities:

- 5.3.1 Facilitation and teaching skills for young children
- 5.3.2 Strong communication with children, parents, and stakeholders
- 5.3.3 Classroom and group management
- 5.3.4 Observation and assessment of child development
- 5.3.5 Interpersonal and relationship-building skills
- 5.3.6 Organizational and time management
- 5.3.7 Creative problem-solving and resourcefulness