

## TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **RECE Teacher-Split Shift – Carambeck School Age Program maternity contract**.

**Summary:** The position of RECE Childcare Teacher specializes in creating safe inclusive learning environments and experiences for the children in the program while working within specific guidelines and requirements regulated by the Child Care and Early Years Act (CCEYA), local Ministry of Health, Ministry of Labour, and the Town of Carleton Place. Early Childhood Educators observe, plan, organize and introduce programs for children based on their interests between the ages of infancy to 12 years.

**Qualification/Experience:**

1. Completed Early Childhood Education Diploma (provincially recognized by the Ministry of Education and College of ECE).
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
3. Must be willing to obtain and maintain Anaphylaxis training.
4. Early Childhood Education experience preferred and/or equivalent child-related experience.
5. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

This position will be scheduled for seven (7) hours per day and requires irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. The 2023 pay grid for the position is \$24.06 - \$30.89 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 1:00 p.m., Thursday, September 14<sup>th</sup>, 2023, quoting “RECE Split Shift Carambeck Maternity Contract” by email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

**TOWN OF CARLETON PLACE**  
**JOB DESCRIPTION**

|                        |                               |
|------------------------|-------------------------------|
| <b>DEPARTMENT:</b>     | Childcare Services Department |
| <b>DIVISION:</b>       | Childcare                     |
| <b>JOB TITLE:</b>      | RECE Childcare Teacher        |
| <b>EMPLOYEE GROUP:</b> | Non-Union                     |
| <b>PAY GRID:</b>       | 5                             |
| <b>SUPERVISOR:</b>     | RECE Supervisor               |
| <b>REVISION DATE:</b>  | August 12, 2021               |

**POSITION SUMMARY:**

The position of RECE Childcare Teacher specializes in creating safe inclusive learning environments and experiences for the children in the program while working within specific guidelines and requirements regulated by the Child Care and Early Years Act (CCEYA), local Ministry of Health, Ministry of Labour, and the Town of Carleton Place. Early Childhood Educators observe, plan, organize and introduce programs for children based on their interests between the ages of infancy to 12 years.

**DUTIES AND RESPONSIBILITIES:**

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the RECE supervisor
2. Accountable for the safety and well-being of the children in care
3. Responsible for building caring and responsive relationships with children, families and colleagues
4. Creates a welcoming, positive learning environment and detects possible behavioral or cognitive difficulties
5. Brings potential problems to the attention of supervisors, parents or guardians
6. Liaises and collaborates with outside support services and connects families with resources
7. Participates in case conferences and provides input, observations and supporting documentation for children and families
8. Follows current licensing requirements, established schedules and ensures that mandatory postings are current and on display
9. Provides the children with opportunities for problem solving, negotiating, exploration, decision making and risk taking while participating in active learning

10. Respects and encourages family involvement and engagement
11. Observes, notes and communicates any symptoms of ill health with each child daily
12. Administers and documents medication following proper protocol
13. Ensures timely communication to kitchen and supervisory staff with program updates and specific dietary needs and/or changes
14. Remains professional under pressure and demonstrates responsible decision-making in stressful or unexpected situations
15. Follows duty to report protocol for neglect, and/or unsafe child related situations
16. Completes all daily, weekly, and monthly program documentation requirements including observations, taking photographs, creating learning stories, accident reports, etc.
17. Completes and monitors manual attendance sheets for accuracy daily
18. Inputs daily attendance, sleep, meal, health, toileting etc. information, using location specific software or documentation
19. Supervises snacks and meals following established practices and supporting family style serving
20. Changes diapers and supports toilet training, if applicable
21. Works with staff, students and volunteers offering guidance and assistance for success
22. Participates in yard inspections and water flushing if assigned
23. Documents building, room and yard repairs and/or maintenance in appropriate logbook
24. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
25. Ensures proper storage of medicine, cleaners and other hazards and supplies
26. Holds and maintains a Certificate of Registration in good standing with the College of ECE
27. Brainstorms and collaborates with peers to come up with new ideas and solutions for program improvement and workplace success and fulfillment
28. Promotes workplace positivity and open communication with peers

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the RECE Supervisor.

**POSITION REQUIREMENTS:****EDUCATIONAL REQUIREMENTS:**

1. Completed Early Childhood Education Diploma (provincially recognized by the Ministry of Education and College of ECE)
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
3. Must be willing to obtain and maintain Anaphylaxis training
4. Participates in four (4) hours of professional development per year

**EXPERIENCE:**

Early Childhood Education experience preferred and/or equivalent child related experience

**SKILLS AND ABILITIES:**

1. Ability to lift unassisted a minimum of 45 pound
2. Patience and a sense of humour
3. Excellent verbal and written communication skills
4. Efficient time management skills
5. Strong problem-solving skills
6. Basic abilities with technology, software, and applications
7. Discretion and good judgement when handling confidential/sensitive material/information

**WORKING CONDITIONS:**

This position is a full-time position and requires irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. There is a possibility that staff will need to stay past 6:00 p.m. as a result of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. As these scenarios present themselves, the employee will be permitted to bank time as approved by the RECE Supervisor. Local travel to seminars or workshops may be required from time to time.

**PHYSICAL DEMANDS:**

Repetitive physical actions: standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, and regular movement with choice; light, moderate and heavy unassisted lifting required (45 lbs min.), moving furniture and classroom arrangement, moderate visual demands require close and distant vision. Staff may be required to stand for long periods of time and walk on uneven ground.

### **ENVIRONMENTAL CONDITIONS:**

This position involves the frequent use of chemicals and exposure to unpleasant odors. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions. This position requires flexibility to work with any age group, independently or as a team. Assigned classrooms can change often depending on the needs of the program.

### **SENSORY DEMANDS:**

The employee is required to participate in conversations in quiet, and/or noisy, fast paced settings and will work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom and mop.

### **MENTAL DEMANDS:**

The employee must be able to manage children's safety, schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and basic math skills. Excellent organization and time management skills will be needed to complete the required tasks.

**N.B.** Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, food labels, medicine, and custody agreements

### **SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

|                 |  |
|-----------------|--|
| <b>INTERNAL</b> | CAO, Department Heads, Support Staff, Members of Council.  |
| <b>EXTERNAL</b> | General Public, Agency Partners (i.e. Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives. |