

**TOWN OF CARLETON PLACE
JOB DESCRIPTION**

Date: March, 2018
Title: RECE Child Care Teacher (Supply)
Reports To: Supervisor or Teacher/Supervisor

Position Summary:

In the absence of the permanent teacher, the supply is responsible for the care and well-being of the children in the program working within specific guidelines and requirements (Child Care and Early Years Act, local Ministry of Health, Ministry of Labour and the Town of Carleton Place). Also responsible to work with the needs of parents, other professionals and the general public in regards to service information.

Duties:

1. Attending work on a regular basis, arriving in a timely manner and following the schedule as provided by the supervisor.
2. Working with the children daily and seeing to all their requirements as per schedule in a satisfactory manner.
3. Monitoring and keeping track of any issues regarding the health, safety and overall well-being of the children in their care.
4. Keeping up with day to day administration (attendance, program planning, time sheets, etc.):
 - Administration of medications with proper documentation
 - Accidents or incident reports as they occur
 - Monitoring attendance sheets for accuracy (especially important relating to billing of fees).
5. Communicating to the supervisor any concerns regarding individual children, the program, families, or facility in a timely manner i.e. Duty to Report to C.A.S./potentially dangerous situations in the facility.
6. Work as part of a professional team in situations where a child or family have special needs of some sort.
7. Must be able to manage/learn computer/tablet program to help communicate to parents and for documentation.

The above generally describes the duties involved with 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.

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;
- & 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 Conditions: The position will be scheduled to work irregular shifts, starting as early as 6:15 A.M. and working as late as 6:00 P.M.

Physical Demands: The position requires the individual to be able to lift up to 45 pounds, able to bend, pivot and reach above shoulder height as well as sit on the floor or on smaller sized chairs; able to lift active children in a safe manner if required; and able to work the majority of the day on your feet depending on the level of activity in the day and the schedule.

Environmental Conditions: The environment may be busy, noisy. The position requires the individual to work in a hot or cold outdoor environment.

Sensory Demands: The position requires comfortable clothing with proper footwear and in accordance with temperatures outside.

Mental Demands: The individual must be able to work at a quick pace, be able to concentrate and follow multiple directions at once and change direction on task if and when required. High level of concentration and observation required with children from start of shift through til the end of the day.

N.B. Must be able to read and comprehend instructions about medical issues (allergies and administration of medicine etc.), court documents, and assessments of children and the environment.

Position Requirements:

1. Early Childhood Education Diploma (2 year diploma provincially recognized by the Ministry of Education and CECE).
2. Valid Anaphylaxis training.
3. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment)
4. 18 years of age or older.
5. Experience with children and childcare.
6. Preferred Standard First Aid/CPRC/AED training.

Department Head

Employee

C.A.O.