

## **Town of Carleton Place Job Description**

**DATE:** March 2018  
**TITLE:** RECE Supply Teacher (Occasional)  
**REPORTS TO:** Supervisor or Teacher/Supervisor

### **POSITION SUMMARY**

In the absence of the permanent Teacher, the Supply Teacher 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 public in regard to service information.

### **DUTIES:**

1. Attending work as scheduled, 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 the schedule.
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.):
  - Administering medications in accordance with proper documentation
  - Completing accident or incident reports
  - Monitoring attendance sheets for accuracy (especially important as it relates to billing of fees).
5. Communicating any concerns regarding individual children, the program, families, or facility in a timely manner to the supervisor 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 may have special needs.
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 as directed by the Manager of Child Care.

### **WORKER SAFETY REQUIREMENTS:**

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 Health and 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 including reference to the Duties of Workers:

- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

**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.

**SENORY 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 until the end of the day. The individual must keep information pertaining to children, families, etc. confidential.

**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. Previous child care experience is an asset.
6. Preferred Standard First Aid/CPRC/AED training.