



Employment Opportunity – Inclusion Support Educator

Position: Inclusion Support Educator

Department: Childcare Services – Carambeck School-Aged

Reports To: Childcare Supervisor

Status: Temporary, Part-time (15 hours per week, 8:00am to 9:00am and 3:30pm to 6:00pm)

Pay Band: 6

Wage Scale: \$31.27 – 39.83 (2025 Wage Grid)

of Vacancies: 1

Position Summary:

The Town of Carleton Place is seeking a compassionate and dedicated Inclusion Support Educator to join our Childcare Services team. Reporting to the Manager of Childcare Services, the successful candidate will play a key role in supporting the inclusion of children with special educational needs or disabilities in a childcare setting. This role involves active collaboration with staff and families to enhance children's development across various domains.

This position is available based on the need for Inclusion Support Educator services, as determined by ConnectWell. The current need has been assessed at 15 hours per week. Depending on approvals for the children, full-day shifts may be required on PD Days and other circumstances as needed. Hours and the continuation of the role have been approved until March 3, 2026, and is subject to change based on the ongoing assessment of the child's requirements.

Key Responsibilities:

- Provide direct support to children with special needs to ensure their inclusion and engagement in childcare activities.
- Collaborate with program staff to implement childcare plans and apply recommended strategies.
- Foster a positive and nurturing environment that encourages active, creative, and meaningful play and exploration.
- Establish responsive relationships with children and families while facilitating diversity, inclusion, and equity.
- Document observations and maintain records related to childcare plans and strategies.
- Adhere to all Town and Childcare Centre policies and procedures.

Qualifications:

- Diploma in Early Childhood Education (RECE), Developmental Services Worker (DSW), or Child & Youth Care; or a Child Development Degree.
- Minimum two (2) years of experience working with children with special needs.
- Must be 18 years of age or older.
- Vulnerable Sector Check (issued within the last 6 months).
- CPR-C/AED and Standard First Aid Certification (or willingness to obtain and maintain).
- Anaphylaxis training certification (or willingness to obtain and maintain).
- Knowledge of How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Strong communication, problem-solving, and time-management skills

Working Conditions:

- Flexibility is required to accommodate the needs of children, including split or irregular shifts.
- Physical demands include sitting, standing, bending, lifting (minimum 45 lbs), and regular movement.
- Exposure to chemicals, unpleasant odors, and possible contact with bodily fluids.

Benefits:

- Defined benefit pension plan.
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.
- Flexible work environment with the chance to make a difference in children's lives.

Application Deadline:

Accepting applications until filled.

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca.

The Town of Carleton Place is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	Inclusion Support Educator
EMPLOYEE GROUP:	Non-Union
PAY GRID:	6
SUPERVISOR:	Manager of Childcare Services
REVISION DATE:	November 2023

POSITION SUMMARY:

The Inclusion Support Educator provides support, as part of the team, towards the successful inclusion of children with **Special Educational Needs or Disabilities** in the childcare setting.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Manager of Childcare Services
2. To adhere to policies and procedures defined by the childcare centers.
3. Complete all necessary documentation as required.
4. Accountable for the safety and well-being of all children and program staff
5. Work as an active member of the childcare team in the supervision and care of all children.
6. Avoid shadowing of any particular child unless the situation warrants, and work with program staff to allow them opportunities for interaction with children with special needs.
7. Participate in team discussions and provide input to the childcare plans as required, assisting program staff with implementation.
8. Assist program staff with the application of strategies recommended in the childcare plan and document as required.
9. Use observations to expand play, and plan activities that recognize individual differences.
10. Assist in the review and development of individual plans.
11. Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing.
12. Ensure that children are guided and nurtured in a positive manner, according to their individual development level through all aspects of physical, emotional, cognitive, and social skills/needs.
13. Support staff with the HiMama app for communication with family.
14. Exhibit professional and non-judgmental behaviour.
15. Inclusion Support Educators will be provided with and engage in ongoing opportunities to engage in critical reflections and discussion with others about pedagogy and practice to support continuous professional learning and growth.

16. Provide environments and experiences to engage children in active, creative, and meaningful exploration, play and inquiry.
17. Establish positive, responsive relationships with children and their families.
18. Work as an active member of the childcare team in the supervision and care of all children.
19. Facilitate acceptance of diversity, inclusion, and equity for all children.

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 Manager of Child Care Services.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. A Diploma in RECE/DSW/Child & Youth Care or a Child Development Degree
2. Must be 18 years of age or older.
3. Must provide a Vulnerable Sector Check every five years. Offence Declaration annually between.
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
5. Must be willing to obtain and maintain Anaphylaxis training.
6. Knowledge of How Does Learning Happen. Ontario's Pedagogy for the Early Years.
7. Well-developed interpersonal and communication skills

EXPERIENCE:

A minimum of two years' experience working with children with special needs.

SKILLS AND COMPETENCIES:

1. Ability to lift unassisted a minimum of 45 pounds.
2. Patience and a sense of humor
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.

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 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.

WORKING CONDITIONS:

This position is scheduled based on the needs of the child that requires support care and therefore will require flexibility for 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 p.m. as a result of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, and regular movement with choice; light, moderate and heavy unassisted lifting required (45 lbs min.), moderate visual demands require close and distant vision. Staff may be required to stand and/or sit 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.

SENORY 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.

WORKING RELATIONSHIPS:

INTERNAL	Manager of Childcare, Childcare Cook, Team Supervisors, Office Staff, Kitchen Staff, Educators, Cleaning Team, Supply Staff, etc.
EXTERNAL	Parents, Children, Ministry Program Advisor, Agency Partners, Contractors, General Public

APPROVED:

Manager of Childcare

Employee

CAO