

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

Carleton Place Childcare Services is currently accepting resumes for the position of RECE Supply Teacher (Occasional).

Summary: In the absence of the RECE Childcare Teacher or the RECE Support Teacher, the RECE Supply Teacher (Occasional) is responsible for the care and well-being of a group of children working within specific guidelines and requirements regulated by the Child Care and Early Years Act, local Ministry of Health, Ministry of Labour, and the Town of Carleton Place. The RECE Supply Teacher (Occasional) is also responsible to work with the needs of parents, other professionals, and the public in regard to service information.

Qualifications/Experience:

1. Completed Early Childhood Education Diploma (provincially recognized by the Ministry of Education and College of ECE) preferred or similar completed education (i.e. Ontario College Teacher Certified – Primary/Junior/Intermediate Teacher, Child & Youth Worker Diploma, etc.)
2. Early Childhood Education experience preferred and/or equivalent child related experience.
3. Valid Standard First Aid/CPRC/AED certificates.
4. Valid Anaphylaxis training.
5. Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

The position will be scheduled to work irregular shifts as needed, starting as early as 6:15 A.M. and working as late as 6:00 P.M. There is a possibility that staff may be required to stay past 6:00 pm as a result of late pickup. This position requires flexibility to work with any age group, independently and/or as part of a team. Working environments and/or classrooms can change depending on the needs of the program.

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2021 pay grid for the position is \$23.13 - \$29.69 per hour.

Interested applicants are invited to apply in confidence quoting “RECE Supply Teacher (Occasional)” by:

Mail: Town of Carleton Place
Attn: Human Resources
175 Bridge Street
Carleton Place, ON K7C 2V8

Email: hr@carletonplace.ca
Facsimile: 613 257 8170

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**

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	RECE Supply Teacher (Occasional)
EMPLOYEE GROUP:	Non-Union
PAY GRID:	5
SUPERVISOR:	RECE Supervisor
REVISION DATE:	June 4, 2020

POSITION SUMMARY:

In the absence of the RECE Childcare Teacher or the RECE Support Teacher, the RECE Supply Teacher (Occasional) is responsible for the care and well-being of a group of children working within specific guidelines and requirements regulated by the Child Care and Early Years Act, local Ministry of Health, Ministry of Labour and the Town of Carleton Place. The RECE Supply Teacher (Occasional) is also responsible to work with the needs of parents, other professionals and the public in regards to service information.

DUTIES AND RESPONSIBILITIES:

1. Attends work as scheduled, arriving in a timely manner and following the schedule as provided by the RECE Supervisor or RECE Childcare Teacher
2. Accountable for the safety and well-being of the children in care
3. Responsible for contributing to established relationships with children, families and colleagues
4. Ensures the various areas of the childcare spaces are kept clean and tidy during the day
5. Brings potential problems to the attention of supervisors and/or RECE staff
6. Follows current licensing requirements and established schedules
7. Respects and encourages family involvement and engagement
8. Observes, notes and communicates any symptoms of ill health with each child daily

9. Provides the children with opportunities for problem solving, negotiating, exploration, decision making and risk taking while participating in active learning
10. Administers and documents medication following proper protocol
11. Ensures timely communication to kitchen and supervisory staff with program updates and specific dietary needs and/or changes
12. Remains professional under pressure and demonstrates responsible decision-making in stressful or unexpected situations
13. Follows duty to report protocol for neglect, and/or unsafe child related situations
14. Completes daily, weekly and monthly program requirements including observations, taking photographs, creating learning stories, accident reports, etc.
15. Inputs daily attendance, sleep, meal, health, toileting etc. information, using location specific software or documentation
16. Assists with snacks and meals following established practices and supporting family style serving
17. Changes diapers and supports toilet training, if applicable
18. Documents building, room and yard repairs and/or maintenance in appropriate log book
19. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
20. Ensures proper storage of medicine, cleaners and other hazards and supplies
21. Brainstorms and collaborates with peers to come up with new ideas and solutions for program improvement
22. Promotes workplace positivity and open communication with peers
23. Holds and maintains a Certificate of Registration in good standing with the College of ECE or related registration

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) preferred or similar completed education (i.e. Ontario College Teacher Certified – Primary/Junior/Intermediate Teacher, Child & Youth Worker Diploma, etc.)
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid training
3. Must be willing to obtain and maintain Anaphylaxis training
4. Participate 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 pounds
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 occasional (on call) 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 p.m. as a result of late pick-up. Periodically, some additional work outside of scheduled 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: 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, medicine and food labels

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:

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

APPROVED:

Employee

Manager of Childcare

CAO