

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

Carleton Place Childcare Services is currently accepting resumes for the position of RECE Support Teacher-Maternity contract to start employment in December 2021 and January 2022. These positions have the possibility of becoming permanent at the end of the contract.

Summary: The position of RECE Support Teacher (Part-time) is supportive 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.

Qualifications/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. Vulnerable Sector Criminal Reference Check (valid to six (6) months of employment).

This position is a part 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. Local travel to seminars or workshops may be required from time to time. 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 by 1:00 p.m. on Tuesday, November 23rd, 2021, quoting "RECE Support Teacher-Maternity contract" 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 Support Teacher (Part Time)
EMPLOYEE GROUP:	Non-Union
PAY GRID:	5
SUPERVISOR:	RECE Supervisor
REVISION DATE:	August 12, 2021

POSITION SUMMARY:

The position of RECE Support Teacher (Part Time) is supportive 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. Follows current licensing requirements and established schedules
7. Provides the children with opportunities for problem solving, negotiating, exploration, decision making and risk taking while participating in active learning
8. Respects and encourages family involvement and engagement
9. Observes, notes and communicates any symptoms of ill health with each child daily
10. May be required to administer and document medication following proper protocol (in the absence of the full time RECE)

11. Remains professional under pressure and demonstrates responsible decision-making in stressful or unexpected situations
12. Follows duty to report protocol for neglect, and/or unsafe child related situations
13. Assists with daily, weekly and monthly program documentation requirements including observations, taking photographs, creating learning stories, etc.
14. Helps input daily attendance, sleep, meal, health, toileting etc. information using location specific software or documentation as requested
15. Supervises snacks and meals following established practices and supporting family style serving
16. Changes diapers and supports toilet training, if applicable
17. Documents building, room and yard repairs and/or maintenance in appropriate log book
18. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
19. Ensures proper storage of medicine, cleaners and other hazards and supplies
20. Holds and maintains a Certificate of Registration in good standing with the College of ECE
21. Brainstorms and collaborates with peers to come up with new ideas and solutions for program improvement and workplace success and fulfillment
22. 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 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 a part 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 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: 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:

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