

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time position of **Junior School Age Teacher-Split Shift**.

Summary:

The position of Junior School Age Teacher specializes in creating safe inclusive learning environments and experiences for the junior school age 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. Junior School Age Teachers plan, organize, and introduce programs for children based on their interests between the ages of 9 to 12 years.

Qualification/Experience:

1. A diploma or degree in child and youth care, recreation, and leisure services or a teacher who is a member of the Ontario College of Teachers.
2. 1 year of direct experience in child and youth care, recreation, and leisure services and/or equivalent child related experience or a teacher who is a member of the Ontario College of Teachers.
3. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
4. Must be willing to obtain and maintain Anaphylaxis training
5. High Five training would be an asset.

This position is a full-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. because of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. As these scenarios present themselves, the employee will be permitted to bank time as approved by the RECE Supervisor. Local travel to seminars or workshops may be required from time to time.

The 2023 pay grid for the position is \$24.06 - \$30.89 per hour. In addition, a 100% employer paid comprehensive benefit package of health, dental, life, short/long term disability is provided plus a pension plan with matching employer contribution

A detailed job description for this position can be accessed at www.carletonplace.ca

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than 1:00 p.m. Wednesday, May 31st, 2023, quoting "JR School Age Teacher-Split Shift" by email hr@carletonplace.ca

**TOWN OF CARLETON PLACE
JOB DESCRIPTION**

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	Junior School Age Teacher
EMPLOYEE GROUP:	Non-Union
PAY GRID:	5
SUPERVISOR:	RECE Supervisor
REVISION DATE:	February 2023

POSITION SUMMARY:

The position of Junior School Age Teacher specializes in creating safe inclusive learning environments and experiences for the junior school age 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. Junior School Age Teachers plan, organize, and introduce programs for children based on their interests between the ages of 9 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. Coverage may be required with 0 to 8 years of age
7. Children with developmental needs or challenges who require support may attend with Ministry approval up to the age of 18 years
8. Liaises and collaborates with outside support services and connects families with resources
9. Participates in case conferences and provides input, observations and supporting documentation for children and families

10. Follows current licensing requirements, established schedules and ensures that mandatory postings are current and on display
11. Provides the children with opportunities for problem solving, negotiating, exploration, decision making and risk taking while participating in active learning
12. Respects and encourages family involvement and engagement
13. Observes, notes, and communicates any symptoms of ill health with each child daily
14. Administers and documents medication following proper protocol
15. Ensures timely communication to kitchen and supervisory staff with program updates and specific dietary needs and/or changes
16. Remains professional under pressure and demonstrates responsible decision-making in stressful or unexpected situations
17. Follows duty to report protocol for neglect, and/or unsafe child related situations
18. Completes all daily, weekly and monthly program documentation requirements including observations, taking photographs, creating learning stories, accident reports, etc.
19. Completes and monitors manual attendance sheets for accuracy daily
20. Able to provide inclusive programming to support and allow all children with needs to participate to the maximum extent possible in the program
21. Inputs daily attendance, sleep, meal, health, toileting etc. information, using location specific software or documentation
22. Supervises snacks and meals following established practices and supporting family style serving
23. Changes diapers and supports toilet training, if applicable
24. Works with staff, students and volunteers offering guidance and assistance for success
25. Participates in yard inspections and water flushing if assigned
26. Documents building, room and yard repairs and/or maintenance in appropriate logbook
27. Communicates any/all concerns of a health and safety nature to a representative in a timely manner
28. Ensures proper storage of medicine, cleaners and other hazards and supplies

29. Brainstorms and collaborates with peers to come up with new ideas and solutions for program improvement and workplace success and fulfillment

30. 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. A diploma or degree in child and youth care, recreation, and leisure services or a teacher who is a member of the Ontario College of Teachers
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. High Five training would be an asset
5. Participates in four (4) hours of professional development per year

EXPERIENCE:

1 year of direct experience in child and youth care, recreation, and leisure services and/or equivalent child related experience or a teacher who is a member of the Ontario College of Teachers

SKILLS AND ABILITIES:

1. Ability to lift unassisted a minimum of 45 pound
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 full-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. because of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. As these scenarios present themselves, the employee will be permitted to bank time as approved by the RECE Supervisor. 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.