



## **Employment Opportunity – RECE School-Aged (Split Shift)**

**Competition Number:** 007-2026

**Position:** RECE

**Department:** Childcare Services – Carambeck School-Aged

**Reports To:** Childcare Supervisor

**Status:** Full-time (Split-Shift)

**Pay Band:** 5

**Wage Scale:** \$26.29 – 33.75 (2026 Approved Wage Grid)

**# of Vacancies:** 1

### **Position Summary:**

The Town of Carleton Place is looking for a passionate and dedicated Registered Early Childhood Educator (RECE) to join our team. This unique position involves a split shift and offers the opportunity to create a safe and inclusive learning environment for school-age children. The successful candidate will play a key role in fostering children's development through play and active learning, while adhering to the guidelines set forth by the Child Care and Early Years Act (CCEYA) and the Town of Carleton Place policies.

This is a full-time, ongoing position.

### **Key Responsibilities:**

- Ensure the safety and well-being of all children in care.
- Build caring and responsive relationships with children, families, and colleagues.
- Create and maintain a welcoming and positive learning environment.
- Administer medication following proper protocols.
- Document and maintain attendance, health, and activity records.
- Assist in meal and snack times, supervise toileting and diaper changes if applicable.
- Collaborate with external services and participate in case conferences.
- Follow CCEYA licensing requirements, ensuring compliance with health and safety protocols.
- Engage in daily observations, learning stories, and other educational activities.
- Participate in room inspections, health checks, and any necessary repairs or maintenance.

**Qualifications:**

- Early Childhood Education Diploma recognized by the Ministry of Education and registered with the College of ECE.
- Valid CPR-C/AED and standard first aid certification (or willingness to obtain).
- Must be willing to obtain and maintain Anaphylaxis training.
- Minimum of 4 hours of professional development per year.
- Strong communication, problem-solving, and time management skills.
- Ability to lift 45 pounds unassisted and perform various physical activities related to childcare.

**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
- Paid Time Off (“PTO”)
- Short & Long-Term Disability
- Extended Health and Dental Benefits

**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 May 22, 2026.

**How to Apply:**

Please send your resume and cover letter to [careers@carletonplace.ca](mailto:careers@carletonplace.ca) and include the competition number **(007-2026)** in the subject.

## **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](mailto: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.