



Site Supervisor/Registered Early Childhood Educator

Job description

“Choose a job you love, and you will never work a day in your life.”

- Confucius

Are you looking to join a team where you can apply your skills and give back, making a difference in your community? Well look no further!

Join the Glengarry Inter-Agency Group team and impact those around you by helping to improve the lives of individuals at every stage in their lives. GIAG Programs help everyone from toddlers to seniors. Our vision is to be a trusted and well-known community resource, offering exceptional specialized support to people at every stage of life. Our Mission is to engage our community in work, play and the realization of personal potential.

Book an appointment with one of our employees to see what it's like to work for such a wonderful non-profit community organization.

The Glengarry Inter-Agency Group is looking for an energetic and dynamic individual to fill a MATERNITY LEAVE position as a Site Supervisor/Registered Early Childhood Educator in the **before and after school**-The Learning Centre Program at **Iroquois Public School** working **SPLIT SHIFTS**.

SCHOOL YEAR SPLIT-SHIFTS: Monday to Friday 6:30am-9:30am and 3:30pm-6pm

Requirements:

- **Registered with the College of Early Childhood Educators**
- Current Standard First Aid & CPR Level C



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- Current/Clear Vulnerable Sector Check
- Health Assessment
- Updated Record of Immunizations - Ministry and Public Health requires the following immunization records on file:

Diphtheria/Tetanus/Pertussis (Tdap) - required every 10 years

Measles/Mumps/Rubella (MMR) – 2 documented doses of MMR vaccine or proof of immunity (blood test) (for those born before 1970 they are considered immune)

Varicella (chicken pox) – 2 doses of chickenpox vaccine or proof of immunity (blood test)

*Please note: While staff are encouraged to be vaccinated against COVID-19, **IT IS NOT A MANDATORY REQUIREMENT FOR THIS POSITION***

EDUCATION/EXPERIENCE

- Early Childhood Education diploma or equivalent.
- College of Early Childhood Education Membership
- Oral and written fluency in English.
- Knowledge of health and safety procedures.
- Strong communication, interpersonal and leadership skills.
- Experience working with young children in a group environment.
- Knowledge of community resources.
- Demonstrated flexibility and ability to work effectively in a team.
- Basic computer skills. (Excel, Word Perfect, Word)

DUTIES & RESPONSIBILITIES

- Supervise children in program, ensuring that a stimulating program is planned and implemented and that the program is designed to promote belonging, well-



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being, engagement, and expression by using the “How Does Learning Happen? Ontario’s Pedagogy for the Early Years”

- Supervise staff team at site. May supervise High school Co-op placements, summer students, or volunteers
- Work within your team to observe children for signs of learning disabilities or emotional problems. Contact to parents, proper agencies and/or develop an individual plan to assist child
- Perform administrative duties related to the program including but not limited to, responding to telephone and emails, maintain accurate daily records, tracking registration and attendance, ensuring sufficient supply of resource material, and duties assigned by the TLC Accounts Receivable Administrator and/or TLC Program Manager
- Collect Registration forms, financial agreements, & PAD agreements from potential families & ensure the registration forms, financial agreements, & PAD agreements are filled out completely prior to sending to Accounts Receivable for approval. Coordinate with accounts receivable/TLC Manager to inform families of any termination dates
- Attend in person supervisor/staff meetings monthly and workshops to develop and discuss new practices
- Will be in contact with other TLC staff, parents, children, caregivers and community partners
- Will answer phone calls, and emails from parents/ caregivers, community partners, and public
- Coordinates with community partners and school boards for use of/sharing of space
- Petty cash reports and receipts to be submitted to TLC Program Manager

WORKING CONDITIONS



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- Works indoors and outdoors
- Work in school settings
- Uses cleaning solutions to wash toys and resources
- Work split shifts

The personal information provided in your application is protected under the Privacy Act. Upon request, this job posting will be offered in both official languages.

GIAG is committed to diversity and inclusion and the equitable participation of all Canadians. Should you require accommodation in relation to a disability, please tell us at the beginning of the selection process. This information will be kept confidential.

We thank all applicants for their interest in GIAG. However, only those who are selected for further consideration will be contacted.

Job Types: Full-time, Fixed term contract

Contract length: 10 months

Pay: \$26.00-\$28.00 per hour

Expected hours: No less than 27.5 per week

Flexible language requirement: French not required

Licence/Certification:

- Vulnerable Sector Check
- First Aid & CPR Level C
- Up-to-date immunizations
- Registered Early Childhood Educator #

Work Location: In person

Expected start date: 2024-10-14

Send resume to humanresources@giag.ca by October 5, 2024.



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