

Early Childhood Educator (ECE)

Organization: Glengarry Inter-Agency Group Inc. (GIAG)

Department: The Learning Centre (TLC)

Location: Winchester Public School, 547 Louise St. Winchester, ON K0C 2K0

Position Type: Permanent

Position Overview

The Learning Centre (TLC), operated by Glengarry Inter-Agency Group Inc. (GIAG), is seeking a dedicated and flexible **Early Childhood Educator (ECE)** to support our licensed **Before and After School Program** at **Winchester Public School**.

The ECE works collaboratively within the program team to deliver high-quality, play-based learning environments aligned with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. The ECE supports the emotional, social, and cognitive development of children in the **Primary/Junior school-age group** while ensuring full compliance with the Child Care and Early Years Act (CCEYA) and all Ministry of Education and Eastern Ontario Health Unit (EOHU) requirements.

Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$27.74/hour
- **Non-RECE (with Director Approval):** \$23.74/hour
- **Vacation Pay:** 6% included in bi-weekly pay
- **Paid Leave:** 10 paid sick days (1 per month) + 3 paid personal days per year
- **Benefits:** Manulife benefits after 3 months
- **Direct Contribution Pension Plan (Mandatory for permanent employees):**
GIAG matches employee contributions at:
 - 2026: 2%
 - 2027: 3%
 - 2028: 4%
 - 5% in 2029 and ongoing

Schedule

- **Monday to Friday:** 6:30–9:30 AM & 3:30–6:00 PM (split shift)
- **Additional Opportunities:** Full straight shifts during PA Days, March Break, and Summer Break



Key Responsibilities

- Maintain a warm, inclusive, and professional environment while upholding confidentiality.
- Follow all GIAG/TLC policies and Ministry of Education (CCEYA) and EOHU requirements.
- Represent TLC/GIAG positively within the community.
- Plan and implement developmentally appropriate activities aligned with *How Does Learning Happen?*
- Support children's belonging, well-being, engagement, and expression through child-centered practices.
- Create and maintain engaging, safe, and well-equipped learning environments.
- Observe and document children's learning and development.
- Work with the Site Supervisor to address developmental concerns and support individualized plans.
- Promote inclusive practices that support diverse learning needs.
- Collaborate with staff, volunteers, school boards, community partners, and families.
- Communicate professionally with families regarding their child's experiences and progress.
- Complete administrative tasks such as attendance, documentation, communication, and supply management.
- Complete administrative duties, including communication, recordkeeping, attendance and use of Digibot (child-care software).
- Follow Serious Occurrence procedures and notify the Site Supervisor/Manager as required.
- Ensure compliance with all Ministry and organizational policies.
- Attend required staff meetings and participate in ongoing professional learning.

Physical Requirements

- Ability to lift and move up to 50 lbs
- Ability to stand, bend, and move throughout the day
- Comfortable working indoors and outdoors in various weather conditions

Qualifications

- Early Childhood Education Diploma **or equivalent**.
- Registered Early Childhood Educator (RECE) **in good standing** with the College of Early Childhood Educators (CECE).
- Experience working with young children in a group setting.
- Clear **Vulnerable Sector Check**.
- Valid **Standard First Aid & CPR Level C**.
- Current health assessment and up-to-date immunizations (TDap, MMR, Hepatitis B, Varicella).
- Knowledge of CCEYA, HDLH, Ministry of Education guidelines, and EOHU requirements.
- Strong communication, interpersonal, organizational, and leadership skills.
- Ability to work independently and within a team.
- Computer proficiency (Microsoft 365, Zoom, Teams, etc.).
- Comfortable using child care software platforms (experience with Digibot is an asset).



Director Approval Requirements (For Non-RECE Candidates)

If a candidate **is not a Registered Early Childhood Educator (RECE)**, they may still be considered for Director Approval **if** the following conditions are met:

1. Proof of Active Enrollment in an Early Childhood Education Program

The applicant must provide **one** of the following with the Director Approval request:

- **Official transcript** showing current enrollment, **or**
- **Letter from the college** confirming enrollment in an ECE program.

This documentation is required at the time of Director Approval submission.

2. Individuals Who Do NOT Require a Director Approval to Be Considered Qualified

Under the Child Care Licensing Manual (Part 8 – Staff Qualifications), the following individuals are automatically considered qualified to work in Primary/Junior School Age groups **without** a Director Approval:

- Individuals with a **diploma or degree in Child and Youth Care**.
- Individuals with a **diploma or degree in Recreation and Leisure Services**.
- Individuals who are **members in good standing with the Ontario College of Teachers (OCT)**.

These individuals may be scheduled as qualified staff without additional approval from the Ministry.

Start Date

As soon as possible (flexible based on candidate availability).

How to Apply

Please submit your **resume** and relevant supporting documents to:

 tlcinfo@giag.ca

Subject Line: *Early Childhood Educator – Winchester*

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Equity, Diversity & Accessibility

GIAG is an equal opportunity employer committed to equity, diversity, inclusion, and accessibility. We encourage all qualified individuals to apply. Accommodations are available upon request throughout the recruitment process.

This posting is available in French upon request.

