

Enhance Support Educator

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: Temporary

Position Overview

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

The Enhance Support Educator works collaboratively with the program team to provide high-quality, play-based learning environments aligned with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*. This role supports the emotional, social, and cognitive development of **Kindergarten and Primary/Junior school-age** children and ensures continuous compliance with the **Child Care and Early Years Act (CCEYA)** and all **Ministry of Education** and **Eastern Ontario Health Unit (EOHU)** requirements.

Enhanced Support Educators are **additional support staff** funded by the City of Cornwall. They *do not* count toward staff-to-child ratios and are *not* one-to-one support positions. Their role is to assist educators in creating inclusive environments and supporting the participation of all children in the program.

An RECE is preferred; however, applicants with related education or experience working in childcare or early years programs will be considered.

Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$25.88/hour
- **Non-RECE:** \$20.70/hour
- **Vacation Pay:** 4% included in bi-weekly pay
- **Paid Leave:** 1 paid sick day per month + paid personal days



Schedule

- **March 2–13, 2026 (Mon–Fri):** 6:30–9:30 AM & 3:30–6:00 PM (split shift)
- **March 16–20, 2026 (March Break):** 8-hour straight shifts
- **March 23–April 3, 2026 (Mon–Fri):** 6:30–9:30 AM & 3:30–6:00 PM (split shift)
- **April 6–June 25, 2026 (Mon–Fri):** 8:00–9:30 AM & 3:30–5:00 PM (split shift)
- **Additional Opportunities:** Full-day shifts on PA Days, March Break, and during Summer Programs.
- Extension may be offered depending on the need of the program and funding availability.

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**.
- **Preferred:** 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).

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: *Enhance Support 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.

