

Floating Site Supervisor – Early Childhood 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: Permanent

Position Overview

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

The Floating Site Supervisor provides leadership and support across both the **Kindergarten and Primary/Junior school-age** groups. This role ensures high-quality programming, supports staff, and maintains full compliance with Ministry of Education requirements, while fostering a safe, engaging, and inclusive environment for all children in the program.

Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$31.34/hour
- **Non-RECE (with Director Approval):** \$29.84/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:** Straight shifts during PA Days, March Break, and Summer Break



Key Responsibilities

- Maintain a welcoming, inclusive, and professional environment while following GIAG/TLC policies and confidentiality requirements.
- Ensure compliance with the Child Care and Early Years Act (CCEYA), Ministry of Education licensing requirements, and EOHU guidelines.
- Plan and implement developmentally appropriate programs aligned with *How Does Learning Happen?*
- Set up and maintain safe, engaging play environments.
- Observe and document children's development; identify concerns and collaborate on individualized plans.
- Work collaboratively with families, staff, school board partners, and community agencies.
- Complete administrative duties, including communication, recordkeeping, attendance and registration tracking, and use of Digibot (child-care software).
- Attend required monthly supervisor/staff meetings and participate in ongoing professional learning.
- Provide on-site support to maintain ratios and adapt to daily program needs.

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)

Candidates who are **not** RECEs may still be eligible for this role **if they qualify for Director Approval**. To be considered, candidates must provide **proof of active enrollment** in an Early Childhood Education program.

Accepted proof includes:

- **An official transcript** showing current enrollment, **or**
- **A letter from the college** confirming active enrollment in an ECE program

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

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: *Floating Site Supervisor – 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.

