

Site Supervisor – Early Childhood Educator

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

Department: The Learning Centre (TLC)

Location: Rothwell-Osnabruck Public School, 1 College St. Ingleside, ON K0C 1M0

Position Type: Permanent

Position Overview

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

The Site Supervisor works with an assigned group of children each day and is responsible for the daily leadership and operation of the program. This includes ensuring compliance with all Ministry of Education regulations, delivering high-quality programming, and fostering a safe, engaging, and inclusive environment for **Kindergarten and Primary/Junior school-age** children.

Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$30.84/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:** Full straight shifts during PA Days, March Break, and Summer Break



Key Responsibilities

- Maintain a welcoming, inclusive, and professional environment while representing TLC/GIAG.
- Follow the TLC Operating Manual and GIAG Policies and Procedures while maintaining confidentiality.
- Demonstrate strong knowledge of the **Child Care and Early Years Act (CCEYA)** and associated ministry regulations.
- Participate in annual licensing inspections (Ministry of Education) and inspections by the Eastern Ontario Health Unit.
- Plan and implement programs aligned with **How Does Learning Happen? Ontario's Pedagogy for the Early Years**.
- Set up and maintain engaging play environments; ensure materials and equipment are safe and in good condition.
- Collaborate effectively with volunteers, parents, specialists, community partners, and school boards (UCDSB/CDSBEO).
- Observe and document children's development, identify concerns, and work with leadership on next steps (referrals, individualized plans).
- Complete administrative duties, including responding to communication, maintaining records, and using the electronic child care platform.
- Attend required monthly supervisor/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)

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: *Site Supervisor – Rothwell-Osnabruck*

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.

