

# Early Childhood Educator (ECE) – Program Support

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

**Department:** The Learning Centre (TLC)

**Location:** Bridgewood Public School, 850 Nick Kaneb Dr. Cornwall, ON K6H 0G4

**Position Type:** Temporary

## 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 **Child Care Summer Program** at **Bridgewood Public School**.

This position is a **program support role**, with a primary focus on providing **break and ratio coverage** within both the **Kindergarten** and **Primary/Junior School Age groups**. The successful candidate will work collaboratively with the program team to ensure continuous supervision, consistency, and high-quality programming across age groups.

The ECE will support play-based learning environments aligned with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, while ensuring full compliance with the *Child Care and Early Years Act (CCEYA)*, Ministry of Education requirements, and Eastern Ontario Health Unit (EOHU) guidelines.

This role requires a high level of flexibility, strong communication skills, and the ability to transition seamlessly between different age groups and program needs throughout the day.

## Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$28.50/hour
- **Non-RECE (with Director Approval):** \$21.28/hour
- **Vacation Pay:** 4% included in bi-weekly pay
- **Paid Leave:** 2 paid sick days (1 per month) + 1 paid personal day per year

## Term of Employment

- **Start Date:** Monday June 29, 2026
- **End Date:** Friday August 21, 2026



The Learning Centre

624 rue Main St S, PO Box / CP 95  
Alexandria ON K0C 1A0  
WWW.GIAG.CA

## Schedule

- **Monday to Friday:** 9:30 AM – 3:30 PM

*This schedule supports staffing ratios and staff breaks. Daily assignments may vary based on program needs.*

## 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.

## Qualifications

- 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).



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## 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

## How to Apply

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

✉ [tlcinfo@giag.ca](mailto:tlcinfo@giag.ca)

**Subject Line:** *Early Childhood Educator – Program Support - Bridgewood*

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.*



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