

# 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**.

This role provides leadership across both **Kindergarten and Primary/Junior school-age** programs. The Floating Site Supervisor is responsible for supporting staff, ensuring the delivery of high-quality programming, and maintaining full compliance with Ministry of Education regulations. This position plays a key role in fostering a safe, inclusive, and engaging environment for all children.

## Compensation & Benefits

- **Registered Early Childhood Educator (RECE):** \$32.23/hour
- **Non-RECE (with Director Approval):** \$31.33/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

- **School Year (September–June):** Monday to Friday, 6:30 AM – 10:00 AM and 3:15 PM – 6:15 PM (split shift; 6.5 hours/day)
- **Summer (July–August):** Monday to Friday, straight 6-hour shift
- **Additional Opportunities:** Straight shifts available during PA Days and March Break



The Learning Centre

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

## Start Date

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

## 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.

## 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).

## 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



**The Learning Centre**

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

## 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.

## How to Apply

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

 [tlcinfo@giag.ca](mailto: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.*



The Learning Centre

624 rue Main St S, PO Box / CP 95  
Alexandria ON K0C 1A0  
[WWW.GIAG.CA](http://WWW.GIAG.CA)