Child Care Educator (Non-ECE)

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: Temporary

Position Overview

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

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

Compensation & Benefits

- **Child Care Educator (Non-ECE):** $21.28/hour
- **Vacation Pay:** 6% included in bi-weekly pay
- **Paid Leave:** 1 paid sick day per month + paid personal days

Schedule

- **Split Shift Monday to Friday:** 6:30-9:30 AM & 3:30-6:00 PM

Term of Employment

- **Start Date:** Wednesday September 2, 2026
- **End Date:** Friday November 30, 2026
  Extension may be offered depending on the need of the program

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

- Experience working with young children in a group setting.
- Clear Vulnerable Sector Check.
- Valid Standard First Aid and 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).

How to Apply

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

tlcinfo@giag.ca

Subject Line: *Child Care Educator – 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.