

Posted on: January 10, 2025 at 4:30 pm

CUPE#4271– SL2025

Position: **Early Childhood Educator – Long-Term Occasional**

Location: **Holy Cross – Kemptville**

Hours of work: **35 hours/week**

Salary: **\$28.52/hour**

Effective: **Immediately – June 26, 2025**

Note

The duration of the assignment is determined by the needs of the children. Please refer to the attached job description for further information.

Qualifications

- Two year community college Early Childhood Education Diploma.
- Registration with the Ontario College of Childhood Educators.
- Experience working in an Early Learning Centre, Day Care and/or an Educational Center.
- Knowledge of Ministry of Education Full Day Early Learning and Kindergarten Program.
- Valid CPR and First Aid Certificate.
- Current Pastoral Letter of Reference from a Roman Catholic Priest.

Send application and curriculum vitae no later than:

Friday January 17, 2025 by 4:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

Chris Cummings
Chair of the Board

Laurie Corrigan
Director of Education

A. Job Identification:

Title: **Early Childhood Educator**

Immediate Supervisor: **School Principal**

B. Job Summary:

Under the direction of the School Principal the Early Childhood Educator will partner with the classroom teacher to coordinate an early learning program within a classroom setting. The Early Childhood Educator will provide supervision and age appropriate programming and collaborate in the design of the programs which will enhance children's cognitive, spiritual, physical and emotional development.

C. Duties and Responsibilities:

- Partner with the Kindergarten teacher to implement and plan developmentally appropriate activities to build skills in literacy and cognition;
- Work in collaboration with the Kindergarten teacher to implement the curriculum to address children's identified needs, stages of development and interests;
- Plan programs and environments for play and activities that help children make developmental progress;
- Provide positive social and emotional experiences to strengthen skills such as sharing, problem solving and collaboration;
- Observe and assess children's progress and behavior;
- Provide supervision and age appropriate programming for groups of students as part of the extended day program as required, this includes:
 - Providing direction to assistant if present;
 - Ensuring a healthy and safe environment for students, with diverse activities to engage students and build on prosocial and language development;
 - Maintaining all appropriate records for students (e.g. attendance, health, etc);
 - Setting up the classroom (e.g. display, upkeep, organization of materials, etc);
 - Maintaining a hygienic/safe environment;
- Report to parents and supervisors on children's developmental progress within healthy, safe nurturing and challenging play environments before and after school;
- Work collaboratively as a team with teachers and staff to deliver an Early Learning Program;
- Attend staff meetings and other professional development activities;
- Other related duties as assigned.

D. Qualifications:

- Two year community college Early Childhood Education Diploma;
- Registration with the Ontario College of Childhood Educators;
- Experience working in an Early Learning Centre, Day Care and/or and Educational Center;
- Knowledge of Ministry of Education Full Day Early Learning and Kindergarten Program;
- Valid CPR and First Aid Certificate;
- Current Pastoral Letter of Reference from a Roman Catholic Priest;
- Ability to communicate in a sensitive, courteous manner with children, parents, staff and the general public;
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner;
- Understanding and commitment to confidentiality;
- Proven ability to deal with difficult situations and to take appropriate action in a stressful or emergency situations according to policies and procedures;
- Ability to communicate in French, for Immersion schools, would be considered an asset;
- Experience planning and implementing age-appropriate programs;
- Basic computer skills, strong organization and time management skills and the ability to meet deadlines;