



## THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department  
Children's Early Years Division  
Directly Operated Programmes

Requires  
**Casual Teachers**

The County of Wellington Directly Operated Child Care Centres, located in the City of Guelph (Willowdale), the Township of Centre Wellington (Wellington Place), the Township of Wellington North (Mount Forest) and the Town of Minto (Palmerston) require Casual Teachers. Availability to work at multiple locations would be considered an asset.

The Teacher must be a Registered Early Childhood Educator in good standing. This position reports to the Manager of Directly Operated Programmes and the Child Care Centre Supervisor and is responsible for ensuring all relevant legislative requirements, policies and procedures are maintained at all times. Duties include, but are not limited to, providing direct supervision of children in a safe, nurturing, developmentally appropriate, inclusive and socially competent environment, identifying and referring children with specific health, learning and/or behavioural challenges to the Supervisor for further consultation, establishing a collaborative professional relationship with parents, co-workers, agency professionals and the child care community.

### The minimum qualifications for this position include:

- High School graduation, plus an additional Early Childhood Education Diploma or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Over six months related experience in child care centre setting.
- Knowledge of the Child Care and Early Years Act, Early Childhood Educators Act, Public Health, Health and Safety, and other related legislation.
- Knowledge and experience working with community supports for families and children.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Ability to maintain confidentiality.
- Excellent knowledge of computers, software, programmes and databases.

**This position offers and an hourly range of \$29.94 to \$34.91 (2019 Union Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #043-20 by Friday, March 27 at 4:00pm. Please indicate which Centre you are interested in.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Teacher	<b>Reports to:</b> Child Care Centre Supervisor
<b>Department:</b> Social Services	<b>Division:</b> Children's Early Years
<b>Effective:</b> September 2002	<b>Revised:</b> July 2014

### **BASIC FUNCTION:**

The Teacher must be a Registered Early Childhood Educator in good standing. This position reports to the Manager of Directly Operated Programmes and the Child Care Centre Supervisor and is responsible for ensuring all relevant legislative requirements, policies and procedures are maintained at all times. Duties include, but are not limited to, providing direct supervision of children in a safe, nurturing, developmentally appropriate, inclusive and socially competent environment, identifying and referring children with specific health, learning and/or behavioural challenges to the Supervisor for further consultation, establishing a collaborative professional relationship with parents, co-workers, agency professionals and the child care community.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Child Care Supervisor, the Teacher has the following duties and responsibilities:

- Have a working knowledge of relevant legislation and the ability to interpret when required.
- Maintain membership of the College of Early Childhood Education in good standing and upholds its Standards of Practice.
- Conduct consistent Behaviour Guidance in accordance of the Child Care and Early Years Act and County of Wellington Child Care Services policies.
- Provide an inclusive programme and environment that honours diversity, equity and partnerships.
- Support families in their roles as parents and provide a solution focused approach when working through challenges.
- Ensure all corporate and centre policies and procedures are being met.
- Provide direct supervision of children at all times.
- Have a thorough knowledge of child development for children ages birth to 4 years.
- Plan, implement and assess developmentally appropriate learning opportunities in keeping with the emergent curriculum philosophy.
- Clearly and effectively complete daily written documentation for files and parents.

- Monitor children's health and wellbeing, report concerns to Supervisor and parents/guardians and maintain a record of such.
- Monitor for potential health outbreaks and follow direction of Public Health and Supervisor during outbreaks.
- Administer first aid and children's medication when required and maintain accurate records of such.
- Respond to emergency situations including anaphylactic procedures, medical issues and dealing with challenging clients.
- Maintain a record of children's learning, interests and developmental goals and milestones using documentation panels/webs/charts and children's portfolios.
- Record any changes in schedule or programme.
- Assess the resources necessary to adapt the early learning environment to suit the child.
- Identify and refer children with specific health and/or developmental challenges.
- Organize play areas, equipment and materials to create an interesting, welcoming, safe and developmentally appropriate environment for children.
- Communicate effectively and professionally with children, parents/guardians, co-workers, support staff and students.
- Plan, organize, schedule and participate in parent/guardian interviews and attend case conference meetings as required.
- Consult with the child care community to maintain and improve the Child Care Services Plan.
- Mentor, supervise and evaluate Student Teachers.
- Attend monthly staff meetings (after hours).
- Participate in programme evaluation, action plans and problem solving as required.
- Follow sanitary practices.
- Attend relevant professional development activities such as workshops, conferences and courses.

**ACCOUNTABILITY:**

Actions in this position could result in significant loss of time or resources and cause some embarrassment within the department. Must be able to provide constant supervision to ensure the safe wellbeing of children in your care at all times.

**PHYSICAL EFFORT AND WORKING CONDITIONS:**

- Physical activity is heavy and of intermediate duration, such as stooping, kneeling, crouching, lifting, carrying and running.
- Work is performed in an environment with regular exposure to minor conditions such as noise, interruption, inclement weather and bodily fluids.

**CONTACTS:**

This position deals with requests, settles complaints and clarifies information with the following:

**Internal:** Social Services Staff at all levels.

**External:** Children, Parents/Guardians/Families, Agencies, Community Services, Students, Volunteers, Municipal and Provincial Staff.

**MINIMUM QUALIFICATIONS:**

- High School graduation, plus an additional Early Childhood Education Diploma or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Over six months related experience in child care centre setting.
- Knowledge of the Child Care and Early Years Act, Early Childhood Educators Act, Public Health, Health and Safety, and other related legislation.
- Knowledge and experience working with community supports for families and children.
- Ability to adapt established methods or procedures, such as referring to and compliance with legislation, policies and procedures.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Excellent knowledge of computers, software, programmes and databases.

**CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education/Early Childhood Education Registration in good standing
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)
- Up-to-date Immunization Record

**OTHER:**

- Location: Directly Operated Child Care Centre
- Regular Work Hours: 35 hours per week, flexibility of hours is required
- Collective Agreement between the County of Wellington and CUPE Local #973