



Teacher RECE
Contract Position (4 months)
RECRUITMENT 2025-CDC-39

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls Child Development Centre is seeking energetic, self motivated and creative team member for the **contract position of Teacher RECE**. The Teacher RECE will provide safe, inclusive nurturing care and educational programming to children ages toddler to school age. Responsibilities will be fulfilled in accordance with the Child Development Centre's program statement and in strict compliance with the Child Care and Early Years Act.

Key Duties and Responsibilities:

- Provide a welcoming and positive learning environment
- Plan and implement the daily program including preparation of the environment, materials and supplies.
- Ensure the children are supervised at all times within approved teacher-child ratios;
- Document the children's learning and health and safety.
- Develop and maintain positive relationships and regular communication with parent-clients and co-workers.
- Prepare and deliver nutritious lunches and snacks as required.

Skills and Qualifications:

- Early Childhood Education Diploma, and a registered member of the College of Early Childhood Educators of Ontario or equivalent
- Valid Standard First Aid and CPR/C Certificates
- Solid knowledge of the Child Care and Early Years Act, 2014, College of Early Childhood Educators Code of Ethics and Standards of Practice July 2017 and the Duty to Report
- Superior professionalism and interpersonal skills; high degree of initiative and dedication
- Must be a reliable team player, contributing positively to a cooperative and inclusive environment.
- Committed to provide high quality programming for children.
- Ability to change classes and age groups as required.
- A current vulnerable sector check.
- Valid Driver's Licence

Position Type: Contract (4 months)

Hours of Work: 37.5 hours per week (Monday to Friday)
As scheduled by the Supervisor between the hours of 6:30 a.m. and 6:00 p.m.

Location: Thurber Street and/or Ross Street Child Development Centre Location

What we Offer:

Wages: Hourly Rate Band E (\$27.96-\$32.47)
Voluntary Enrolment into the OMERS Pension Plan.

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2025-CDC-39 by **Wednesday September 3, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.



JOB DESCRIPTION

POSITION:	Teacher, RECE
DEPARTMENT:	Community Services
EMPLOYEE GROUP:	Non-Union
PAY GRID:	
SUPERVISOR:	Supervisor Child Care Operations
REVISION DATE:	September 2023

POSITION SUMMARY AND SCOPE:

The childcare Teacher RECE will provide a nurturing, safe, inclusive and educational program for the children in our care. Responsibilities will be fulfilled in accordance with the guidelines and requirements of the Child Development Centre's Program Statement, the Child Care and Early Years Act, the local Ministry of Health, the Ministry of Labour and the Town of Smiths Falls. The Supervisor may change location and hours of work (within the core hours) to maintain service levels of the Centre. Hours of work are scheduled and posted by the Supervisor.

DUTIES AND RESPONSIBILITIES:

PROGRAM

- The job duties and responsibilities for a Teacher, RECE shall include but are not limited to the following and any other duties assigned by the Supervisor of Child Care Operations or the On-Site Supervisor.
- Attend work on a regular basis, arrive in a timely manner and follow the schedule provided by The Supervisor of Childcare Operations or the Onsite supervisor.
- Plan and implement daily programs that support and promote the physical, emotional and social development of the children.
- Create a positive, welcoming learning environment. Prepare materials and supplies as needed. Document the children's learning including learning stories, observations, accident reports etc.
- Observe children for signs of potential cognitive or behavioral concerns and bring potential concerns to the attention of the supervisor and parents/guardians
- Collaborate with support services and connect families with resources.
- Develop and maintain positive, caring and responsive, relationships with children

and families. Encourage family involvement and engagement in the program.

- Respect diversity, equity and inclusion.
- Regularly evaluate the program to ensure it meets the needs of the children and families and it meets licensing standards.

HEALTH AND SAFETY

- Maintain the safety, appearance, cleanliness and décor of the learning environment.
- Ensure that the children are supervised at all times within approved teacher-child ratios. Carry out regular head counts of the children throughout the day.
- Ensure that the daily attendance is complete and accurate at all times.
- Be accountable for the safety and well-being of the children in care.
- Change diapers and support toilet training.
- Follow the duty to report protocol for neglect and/or unsafe child related situations.
- Administer first aid and medications as per The Child Development Centre's policies.
- Remain current on children's allergies, food restrictions and other concerns.
- Ensure that children are dressed appropriately for indoor and outdoor activities.
- Follow current licensing requirements and ensure that mandatory postings are current and on display.
- Monitor daily the health and safety of each child. Note and communicate any symptoms.
- Complete yard and facility inspections as required. Perform water flushing when assigned. Document and report to the supervisor any unsafe conditions and/or necessary repairs.
- Supervise snacks and meals and ensure that dietary needs and/or changes are reported to the supervisory and kitchen staff in a timely manner.

- Ensure the safe storage of medications, cleaning supplies and other hazardous materials.

STAFF/TEAM RESPONSIBILITIES

- Maintain confidentiality at all times.
- Handle cash/cheque parent fee payments.
- Develop and maintain positive relationships and regular communication with co-workers. Work in collaboration with co-workers towards program improvement and workplace success.
- Attend staff meetings. Participate in appropriate, on-going professional development opportunities.
- In collaboration with the teaching team, participate in the placement, orientation and evaluation of Early Childhood Education students on placements at the centre. Model appropriate teaching techniques.
- Provide support, assistance and guidance to volunteers and Coop students.
- Be professional and maintain loyalty to the Child Development Centre at all times.
- Read annually, understand and abide by the Child Development Centre and Town of Smiths Falls policies and procedures.
- Complete housekeeping/cleaning duties as required. (Sweeping, laundry, disinfecting, dishwashing, etc.)
- Complete yard work duties as required. (Sweeping, raking, garbage pickup etc.)
- Assume responsibility for own actions and behaviors at work.

EMPLOYMENT REQUIREMENTS:

- Early Childhood Education Diploma or equivalent. Hold and maintain a certificate of registration in good standing with the College of Early Childhood Educators of Ontario.
- Valid Standard First Aid and CPR/C Certification.
- A current vulnerable sector check.
- Up-to-date immunizations.
- Health Assessment.

SKILLS AND COMPETENCIES:

- Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and a collaborative work environment for all staff.
- Solid knowledge of the Child Care and Early Years Act, College of Early Childhood Educators Code of Ethics and Standards of Practice and the Duty to Report.
- Patience.
- Effective verbal and written skills.
- Strong problem-solving skills.
- Ability to adapt to changing circumstances.
- Effective planning and organizational skills.
- Superior customer service skills.
- Excellent/positive behavior guidance skills.
- Demonstrate creativity and initiative.

- Efficient time management skills.

WORKING CONDITIONS:

- Shifts and hours are subject to change with short notice.
- Shifts may be irregular and/or split shifts.
- Evening meetings and overtime hours may be required.

PHYSICAL DEMANDS:

- Lifting minimum of 45 pounds.
- Combination of physical demands such as lifting, bending, standing, twisting, kneeling etc.

ENVIRONMENTAL DEMANDS:

- Possible contact with high noise levels, bodily fluids and infectious illness/diseases.
- Outdoor work with ranging weather conditions.

MENTAL DEMANDS:

- Ability to manage a fast paced, busy and quick- to-change environment.
- Ability to make quick, effective decisions.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	General Public