



**CHILD DEVELOPMENT CENTER
SUPPLY CHILDCARE TEACHERS
(Occasional)**

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. 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 waterfrontage 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 members to fill the following occasional positions on an as needed basis:

**Supply Before and After School Teacher, RECE and Non RECE
(Monday to Friday, as scheduled by the Supervisor between the hours 6:30 a.m. and 6:00 p.m.)**

In the absence of the RECE or Non RECE Teacher, this position will provide safe, inclusive nurturing care and educational programming to children in the Before and After School Program. 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. The position could report to one of the three Before and After School locations (Thurber Street location, Chimo School Before and After Program, Duncan J Schoular School Before and After Program and St. Francis de Sales Before and After Program) as well as assist with coverage at one of the Child Development Centre locations.

**Supply Childcare Teacher, RECE or Non RECE
(Monday to Friday, as scheduled by the Supervisor)**

In the absence of the Childcare Teacher, RECE or Non RECE, this position will provide safe, inclusive nurturing care and educational programming at the Child Development Centre. 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
- Prepare the learning environment including materials and supplies as needed
- Document the children's learning
- Ensure the children are supervised at all times within approved teacher-child ratios;
- Monitor the children's health and safety and document as appropriate
- Develop and maintain positive relationships and regular communication with parent-clients
- Develop and maintain positive relationships and regular communication with co-workers

Skills and Qualifications:

The preferred candidate will have the following 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 team player
- Committed to provide high quality programming for children and ensure a collaborative work environment for all staff
- A current vulnerable sector check.

Interested and qualified applicants that wish to be added to the Occasional List of Supply Teachers are invited to submit their resumes by to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at hr@smithsfalls.ca

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.