

## THE CORPORATION OF THE TOWN OF COCHRANE

### **Job Title: Early Childhood Educator - Temporary at Francophone Site**

Reports To: Child Care Supervisor

Salary: \$29.01 per hour with 4% in lieu of Benefits and a Defined Benefit Pension Plan

Hours of Work: 40 hours per week, Monday to Friday

Work Location: Cochrane, Ontario

**Who we are:** The Town of Cochrane is a progressive and growing municipality in northeastern Ontario with a population of approximately 5,500. It employs approximately 65 full-time permanent employees, and another 30-40 part-time or temporary employees.

**Position Summary:** The Town of Cochrane is currently seeking a highly skilled individual, an Early Childhood Educator, to join the team in Cochrane, Ontario. The successful individual will plan and implement the Child Care program following the philosophy, program statement, and guidelines established by the Centre.

### **Duties:**

- To establish and maintain positive daily communication with children, families, staff and community contacts.
- Supervises children in their daily routine, gearing the program to the needs of the individual children, with concern for their interests, challenges, special talents, and individual styles and paces of learning.
- Is responsible for maintaining a professional attitude and loyalty to the child care centre and confidentiality of all clientele.
- Provide a safe and secure environment for children to feel comfortable.
- Clearly and effectively communicate in a manner that children understand.
- Planning, supervising and implementing the program for child care in accordance with the policies, procedures and the philosophy of the Centre.
- Assuming an equal share of the joint housekeeping responsibilities.
- Treat all children with dignity and respect.
- Responsible for reporting concerns to the Supervisor.
- Assist in the on-going evaluation procedures needed to assess the developmental levels of the children.
- Work cooperatively with all staff members.
- Attend staff meetings, workshops and training programs as required.
- Assisting with special events planned by the Centre.
- Ensures that guiding pedagogical documents are followed.
- Supervise Teacher's Aids, students, and volunteers.
- Other duties related to the position as assigned.

### **Requirements:**

- Minimum two years Early Childhood Education Diploma or degree as approved by a director from the Ministry of Education.
- Must be a Registered Member in good standing with the College of Early Childhood Educators.
- Have strong organizational skills.
- Knowledge and experience with How Does Learning Happen?, ELECT, and the Child Care and Early Years Act.
- Up to date CPR and First Aid, Police Reference Check.
- Computer proficiency.
- Excellent oral and written French and English communication skills. Ability to communicate effectively with children, parents, staff, community agencies, and the public.

**Working Conditions:**

Caring for children can be physically demanding. Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent noise levels and occasional inclement weather. Lifting and carrying of equipment, pushing strollers, and a combination of sitting on the floor or child sized furniture, bending, crouching, kneeling, standing and walking for prolonged periods. There may be a number of activities and situations happening at once, and the teacher must be prepared to handle accidents and emergencies at any time.

**How to apply:** Thank you for your interest. We encourage qualified candidates to email their resume and cover letter to [HR@cochraneontario.com](mailto:HR@cochraneontario.com) on or before August 30th, 2024, at 3:00 PM. The position will be open until filled. Please write "ECE Posting" in the subject line.

The Town of Cochrane is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities (AODA). If you need accommodation during the recruitment and selection process, please call (705) 272-4361.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection Privacy Act.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.