

## THE CORPORATION OF THE TOWN OF COCHRANE

### **Job Title: Teacher's Aid**

Reports To: Child Care Supervisor

Salary: \$23.53 per hour with Benefits and a Defined Benefit Pension

Hours of Work: 33.75 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.

**Job Summary:** The Town of Cochrane is currently seeking highly skilled individuals as Teacher's Aids to join the team in Cochrane, Ontario. The successful individuals will assist staff of a designated program in a child care setting with the general supervision of the children participating in the preparation and implementation of the day to day activities of the 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 and ensures the safety and well-being children in their daily routine at all times being alert to the needs of the children as individuals and as a group.
- 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.
- Assisting in the planning and implementing the program and the child care environment in accordance with the policies, procedures and the program statement of the Centre under the direction of the Teacher.
- Assuming an equal share of the joint housekeeping responsibilities.
- Treat all children with dignity and respect.
- Responsible for reporting concerns to the Supervisor.
- Work cooperatively with all staff members.
- To establish and maintain positive daily communication with children, families, staff and community contacts.
- Inform the Teacher of any concerns regarding individual children.
- Attend staff meetings, workshops and training programs as required.
- May be assigned to partner day care facility as required.
- Assisting with special events planned by the Centre.
- Ensures that guiding pedagogical documents are followed.
- Supervise students, and volunteers.
- Other duties related to the position as assigned.

### **Requirements:**

- Grade 12 Diploma.
- Additional courses related to Child Care considered an asset.
- 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 May 10th, 2024, at 3:00 PM. Please write "CCCC Teacher's Aid" 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.