

JOB POSTING

This is a Full-Time, Term opportunity running from June 2019 until June 2020.
As this term is connected to a Pregnancy/Parental Leave, the start and end dates are subject to change.

POSITION:

LEAD Early Childhood Educator WHITE OAKS CHILDREN'S CENTRE

The successful candidate will work as a member of the team, with regular time allotted each week to complete administrative tasks.

QUALIFICATIONS:

- Membership in good standing with the College of Early Childhood Educators
- Satisfactory Vulnerable Sector Check
- Standard First Aid, including infant and child CPR – Level C
- Supervisory experience would be an asset

SKILLS REQUIRED:

- Proficient knowledge and experience with Microsoft office programs
- Excellent communication (written and verbal) and interpersonal skills
- Well developed organizational skills
- Dependable judgment and attendance
- Creative program planning skills for children infancy to 12 years old
- Knowledgeable with How Does Learning Happen document and the Child Care & Early Years Act
- Positive leadership skills
- Ability to work effectively as a team member

THE PERSON WE ARE LOOKING FOR:

- Will provide leadership in planning and implementing a child care program for children from infancy to 12 years old within a warm and nurturing learning environment.
- Will assist, supervise and guide staff.
- Will communicate daily with parents in an open and supportive manner.
- Will manage administrative tasks including maintenance of wait list, as well as staff and children's files.
- Will assist the Program Coordinator and act as a designate in her absence.
- Will demonstrate sound knowledge of all relevant sections of the Child Care & Early Years Act
- Will maintain professionalism, confidentiality and courtesy at all times

QUALIFIED CANDIDATES CAN SUBMIT THEIR RESUMES AND COVER LETTERS TO:

Sue Myers – Human Resources Manager at hr@lcc.on.ca

Note: Please identify the *Position and Location* you are applying for in your e-mail subject line, ie 'Term LEAD ECE at WOCC'

APPLICATION DEADLINE: 12:00 Noon on Friday, May 10th, 2019

If you require accommodation throughout the recruitment process, please contact sara@lcc.on.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.