

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2023-193**

<b>POSITION TITLE:</b> Senior Child Care Teacher – Canoe Landing	
<b>DEPARTMENT:</b> Child Care	<b>STATUS:</b> Regular Full-Time, CUPE 2289
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Senior Manager, Childcare	<b>HOURLY RATE:</b> \$27.55
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** Plans, implements and evaluates an age-appropriate program to enhance the children's cognitive, physical, social and emotional development in accordance with the Child Care Modernization Act. Acts as supervisor in charge of center during manager's absence. This position reports to the Senior Manager, Childcare and is part of **CUPE 2289**.

### MAJOR DUTIES:

- As a viable member of a team, share in the responsibility of planning and implementing programs that are engaging, stimulating and appropriate for the age group by following the Early Learning for Every Child Today (ELECT) framework and be based on the interests of the children. Program has to meet the physical, cognitive, intellectual and emotional needs of the children.
- Daily maintain and organize classroom to create a clean and welcoming learning environment that fosters learning and cooperation and ensuring that all actions and activities meet the Child Care and Early Years Act (CCEYA) regulations and the Early Learning and Care Assessment for Quality Improvement (AQI)
- Responsible for the orderly arrangement, appearance and learning environment of the classroom including checking that activity areas, toys, tools and equipment are safe and clean as per Public Health, CCEYA & Children's Services AQI guidelines and protocols.
- Maintains and fosters the orderly arrangement, appearance and learning environment of the classroom including checking that activity areas, toys and equipment are safe and sanitary and setting up and tidying up of activity areas.
- Supervise free play and guide children in their physical, cognitive, social and emotional development in accordance with program policies.
- Observe and document child development and behaviour. Work with children as a group while remaining aware of individual child needs.
- Responsible for the safety and general wellbeing of the children at all times by conducting daily health checks and attendance, documenting accidents, recording illnesses and contacting parents, administering medication as directed by physicians and accurately maintaining relevant records.
- Administer first aid as required; document accidents by filling out Serious Occurrence report
- Discuss children's progress, behaviour and health with parents/designated individuals, answer questions regarding children, the group and the centre while maintaining confidentiality.
- Direct students and volunteers. Perform student evaluations.
- May assist in preparing centre for licensing inspection. Assist with administrative tasks i.e. recommending purchases and ordering food, staff scheduling and maintenance of children's files. Act as in charge person with contractors, landlords, catering company, and external agencies while in the acting manager role.
- Ensure staffing ratios in all classroom are met as outlined in CCEYA
- Distribute nourishment to all children; ensures any special dietary or health requirements are met

### REQUIREMENTS & QUALIFICATIONS:

- ECE Diploma and Registered member of College of Early Childhood Educators
- Two years working in licenced child care environment
- Fundamental knowledge of the Toronto Public Health, Early Learning and Care Assessment for Quality Improvement (AQI), Early Learning for Every Child Today (ELECT) framework and How Does Learning Happen document
- Demonstrated ability to direct, instruct and care for children
- Ability to maintain neat and accurate records and to prepare reports
- Ability to handle emergencies, crisis and hostile behaviour
- Demonstrated interest and engagement in cultural diversity of children
- Ensure immunizations are up to date as per Public Health
- Holder of a valid Standard First Aid Certificate

**To apply, submit your resume with "TNG2023-193" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement