

Compass Early Learning & Care Career Opportunity

Position: Culture/Administrative/Pedagogical Lead

Job Type: Contract

Location: Apsley, Ontario – Apsley Program

Hours: 40 hours per week, Monday to Friday. Shift start and end times may vary.

Rate of Pay: 22.20-25.20

Anticipated Start Date: January 18th, 2021

Anticipated End Date: February 07, 2022

About the role:

At Compass Early Learning & Care, you will work as a Culture/Administrative/Pedagogical Lead at our Apsley program. You will foster a culture based on the practices of being present, live into a coaching mindset, build relationships that create emotional safety, model and grow a practice of equity, and strive for a deeper understanding of cultural awareness. You will support the program with a deepening culture of reflective practice and growing pedagogy that is aligned with Compass ELC's vision, values, pedagogical themes, cultural elements, strategic plan and How Does Learning Happen. You will support a program that is aligned with Compass ELC's policies, values, and strategic plan.

This contract position will be 40 hours a week, Monday to Friday. You must have availability from 7 am to 6 pm every Monday to Friday. Hours will be determined to meet the needs of the program.

About You:

You are passionate about early learning and care, emergent curriculum, and life-long learning. You are eager to contribute to an amazing organizational culture, to create partnerships with children, families, peers, schools, and the community welcoming diverse perspectives. You have a natural disposition towards administration and organization, and research and inquiry. You are comfortable with technology and possess a clear understanding of the CCEYA (Child Care Early Years Act), related legislation, Compass ELC policies and procedures, distributed leadership, and How Does Learning Happen. You have a deep understanding of supporting a culture of a safe and joyful workplace.

You are registered with the College of Early Childhood Educators and possess the training and documents required by the Ministry of Education to work in a childcare setting.



Some accountabilities associated with the role include:

- Planning and implementing play-based experiences based on children's interests
- Observing and documenting the children's learning
- Ensuring the safety of staff and children and completing Health and Safety inspections
- Providing coverage for the leads and educators when needed
- Administering payroll, billing, subsidy reconciliations, etc., maintaining staff files and coordinating staffing needs
- Following Ministry Licensing and Reporting guidelines
- Building and maintaining relationships with children, families, staff, volunteers, students, community partners, and school staff (including principals, custodians and teaching teams in shared spaces).
- Ensuring the safety of staff and children by learning and acknowledging all children's diverse needs and backgrounds, and creating equitable opportunities for all children to engage.
- Demonstrating respect for spaces by ensuring the safety and cleanliness of all equipment, furniture, and materials.

To Apply

Please send your resume and cover letter to careers@compasselc.com Attn: HR Team
In keeping with Compass Early Learning & Care's commitment to providing service in a manner that is accessible to all, reasonable accommodations will be provided for applicants upon request. Please contact Human Resources: hr@compasselc.com or careers@compasselc.com. 705-749-3488 ext. 217

Additional Information and Requirements:

Experience:

- 1-2 years of childcare or teaching experience (Preferred)
- 1-2 years' experience working in a licensed childcare environment (Preferred)
- 1-2 years of administration experience (Preferred)

Education and Certifications:

- Post-Secondary Degree in the relevant field (Required)
- Standard First Aid/CPR Level C (Required)
- Updated Vulnerable Sector Check within the last 6 months (Required)
- Updated Immunizations/ Refusal of Affidavit (Required)
- Registration with the College of Early childhood Educators (Required)

Language:

- English (Required)

