

Compass Early Learning and Care Career Opportunity

Position: School Age Site Lead

Job Type: Permanent

Location: Roger Neilson Peterborough School Age Program – Peterborough, Ontario

Hours: 35 hours per week, Split Shift, Monday to Friday.

Rate of Pay: \$22.15- \$24.61

Anticipated Start Date: ASAP

About the role

As a Compass ELC Site Lead you will work as a Registered Early Childhood Educator alongside some of the most passionate, caring and dedicated educators in the industry. You will spend your time engaging, connecting and learning alongside children, families, and co-educators, as well as ensuring licensing standards are met and Compass ELC values are evident in all aspects of the program. You will model and grow an equity perspective and strive for a deeper understanding of cultural awareness.

As a Site Lead for our school-age programs, for 25 hours a week, you must be available for both before school (7-9am) and after school (3-6) pm Monday to Friday. You will also be expected to work an additional 10 hours a week in our administration office for administrative tasks, documentation, and pedagogy.

There is the possibility of continued full-time hours over school holidays including March Break, Summer, and P.D. days.

About you

You are passionate about 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 organizations, are comfortable with technology and possess a clear understanding of CCEYA (Child Care Early Years Act), related legislation, Compass ELC policies and procedures, distributed leadership and 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 child care setting.

Some accountabilities associated with the role include:

- Working as part of a team with fellow Early Childhood Educators, Families, School Community, and Children.

- Ensuring the safety of staff and children.
- Being willing and confident to engage in difficult conversations with educators, families, children, and community partners.
- Having daily administrative and pedagogical time.
- Acting as a link for other program staff, connecting them to our HR, Finance, Pedagogy, and Operations teams.
- Provide nutritious snacks based on a menu created in line with the latest nutritional guidelines.
- Responsible for billing, accounts receivables, enrollments, managing child care waitlist.
- Ensuring that the program is meeting the requirements set out by licensing as per the Child Care Early Years Act, and in line with How Does Learning Happen, Ontario's Pedagogy for the Early Years.
- Welcoming and training new staff into your program, including supply staff
- Planning and implementing play-based experiences following observations made children's interests.

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)

Education and Certifications:

- Post-Secondary Degree in 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)

