



# CHILD CARE SUPERVISOR

Permanent Full-time Position,  
Rainy River, Ontario  
Salary range: \$85,053-\$97,870



DISTRICT OF RAINY RIVER  
SERVICES BOARD

## JOIN OUR GROWING TEAM!

The District of Rainy River Services Board (DRRSB) is seeking a Child Care Supervisor to join our team. The Child Care Supervisor is responsible for the day-to-day operation of District of Rainy River Services Board (DRRSB) Child Care Centre within a safe and healthy environment and ensures compliance with relevant legislation, DRRSB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. The incumbent is responsible for the direct supervision of assigned staff, providing leadership in childcare initiatives, administrative and financial duties, and ensuring practices promote optimum physical, social, emotional, cognitive and intellectual development of the children in care. Additional duties include back-up for front line staff and the Directly Operated Early Years Manager, health and safety obligations, and will require travel throughout the District.

### Qualifications will include:

- Two (2) year Early Childhood Education college diploma, approved equivalency, or apprenticeship training in a related-discipline and a minimum of three (3) years of work-related experience. Candidates with an equivalent combination of knowledge and skills gained through work experience, community involvement, or other non-traditional pathways will be considered.
- Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
- A valid Ontario Food Handler Certification is required.
- Advanced verbal and written communication skills are required.
- A proficient level of skill is needed to plan and organize a number of complex activities.



- Proficient problem solving and judgment skills are needed.
- Demonstrated experience supervising staff and experience, knowledge and understanding of providing quality childcare services, best practices, program planning and Ministry reporting requirements.
- Proficient computer skills and ability to work within a computerized environment.
- Knowledge and understanding of directives, legislation and regulations necessary to carry out the functions of the job, including but not limited to Child Care and Early Years Act, Early Childhood Educators Act, College of Early Childhood Educators Standards of Practice and Code of Ethics, How Does Learning Happen?.
- A valid driver's license and access to a vehicle.

The 2026 salary range for this position is \$85,053-\$97,870. We offer a competitive salary, an excellent benefit package and participation in the OMERS Pension Plan. Candidates who meet or exceed the requirements for this challenging position are asked to submit an Application Form, Cover Letter and Resumé, including three work-related references, no later than 4:00 p.m. (CST) on Tuesday, June 2, 2026 to:

Joanne Spence, B.HRLR, CHRL, Human Resources Manager  
District of Rainy River Services Board  
450 Scott Street  
Fort Frances, ON P9A 1H2  
**Competition #HR-14-2026-RR-SUPER-FT**  
PRIVATE & CONFIDENTIAL  
or emailed to: [joanne.spence@rrdssab.ca](mailto:joanne.spence@rrdssab.ca)

# Children's Services Employment Application Form



## INSTRUCTIONS

Please complete all sections as thoroughly as possible and be prepared to include the documents requested in Section 7 if invited to attend pre-employment testing. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for employment. A separate application is required for each competition. Along with your Application, **please be sure to attach a copy of your Cover Letter and Resume.**

The personal information requested on this form is collected and managed as per the *Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990*. All information provided to us is considered supplied in confidence.

## Section 1: POSITION INFORMATION

Competition #: \_\_\_\_\_ Date Available for Work (yyyy/mm/dd): \_\_\_\_\_ Type of Position Preferred:  
 Full-time  Casual (must be willing/able to work throughout the District)

I am applying for the following position: **NOTE: You Must submit a separate Application Package for each position you are applying.**

Child Care Site Supervisor  Resource Educator  Early Childhood Educator  Child & Family Centre Coordinator  Cook

Preferred Work Locations: **NOTE: All positions may be required to travel, please refer to the specific Job Description for details.**

Fort Frances (Pathways & Tall Oaks)  Emo (Stepping Stones)  Rainy River (River's Edge)  Atikokan (Northern Lights)

## Section 2: PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_ E-mail Address (Mandatory): \_\_\_\_\_

Are you legally entitled to work in Canada? Note supporting documentation may be required.

Yes  No

Have you ever been convicted of a Criminal Offence for which you have not received a pardon and that prohibits you from working under the position you are applying for?  Yes  No

## Section 3: EDUCATION, TRAINING, AND PROFESSIONAL ASSOCIATIONS

Please provide details of secondary and post-secondary education, courses, and training that have given you work-related knowledge, skills, and/or abilities starting with the highest level achieved. Attach an additional page if necessary. **Please note:** Offers of employment are conditional upon providing proof of education noted below.

Name of Institution or Organization	Area of Study/Course	Duration mm/yy to mm/yy	Completed?
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N

## Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the DRRSB?

Yes  No If yes, when (mm/yy): \_\_\_\_\_

Have you previously worked for the DRRSB?

Yes  No If yes, when (mm/yy): \_\_\_\_\_

## Section 5: OTHER INFORMATION

Please describe any other information which might help us evaluate your candidacy (summarize why you believe you qualify for the position(s) for which you have applied):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Children's Services Employment Application Form



## Section 6: WORK RELATED REFERENCES

Reference checks will be conducted to assess your past work performance. We ask for this information in advance to expedite the recruitment process later on, however, your references will only be contacted if you are selected and successfully complete the interview process (**MUST list previous Supervisors**). By signing this section, you understand that a condition of your employment is verification of past employment, education, and other information provided by you. Accordingly, you give a representative of the District of Rainy River Services Board (DRRSB) permission to obtain or exchange personal information with the persons listed below for the purposes of employment with the DRRSB.

Signature of Applicant: <b>X</b> _____		Date (yyyy/mm/dd): _____
<b>1</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>2</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
<b>3</b>	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____

## Section 7: PROOF OF QUALIFICATIONS

As part of your Application for Children's Services employment with the District of Rainy River Services Board, you must be prepared and able to provide copies of the following documents, as appropriate, if you are a successful applicant. Please check (✓) all those that you **WILL BE ABLE** to provide (please **DO NOT** provide with your Application for Employment package):

- Early Childhood Education diploma; or
- Other Diploma from an approved OCAAT, supported by a letter of equivalency from the Association of Early Childhood Educators of Ontario (AECEO).
- Proof of work-related experience or Association of Early Childhood Educators of Ontario equivalency (prior to Feb. 23, 2014).
- Post diploma Early Childhood Education Resource Teacher Certificate or a program of studies approved by the Director of the Ministry of Education.
- Registered Early Childhood Educator (RECE) membership with the College of Early Childhood Educators in good standing.
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR).
- Criminal Record Check including Vulnerable Sector Screening (Original document issued within the last 90 days).
- Valid Ontario Food Handler Certification.
- Up-to-date Immunization Record, which includes confirmation of the following:
 

<input type="checkbox"/> Measles, Mumps, Rubella	<input type="checkbox"/> Tetanus (issued within last 10 years)
<input type="checkbox"/> Diphtheria, Polio	<input type="checkbox"/> Influenza
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Pertussis
<input type="checkbox"/> Hepatitis B	

## Section 8: AGREEMENT

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed in the "signature" space provided below. (**Note:** If this application is submitted electronically, typing your name is deemed equivalent to signing).

I certify that the information provided in this application and any accompanying attachments are true and complete. I understand that any false statements or deliberate omissions made by me on this application or attachments may be sufficient cause for the cancellation of the application and, if I have been employed, for the immediate dismissal from the District of Rainy River Services Board.

Signature of Applicant: **X** \_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_