EARLY CHILDHOOD EDUCATOR

FULL-TIME INTERIM (35 hours/week)
18 MONTH CONTRACT
Atikokan, Ontario
Hourly wage of $27.44-$30.65
(wage based on qualifications)

DISTRICT OF RAINY RIVER SERVICES BOARD

JOIN OUR GROWING TEAM!

The District of Rainy River Services Board (DRRSB) is seeking a motivated individual to fill an existing Early Childhood Educator vacancy on an Interim basis in Atikokan for approximately eighteen (18) months, with the possibility of ending sooner or later than anticipated. We welcome applications from qualified educators, as well as individuals interested in beginning a career in early childhood education.

Key duties include:

- Provide continuous supervision of children to ensure their safety and well-being.
- Ensure compliance with policies and procedures set out under the Child Care and Early Years Act, 2014, District of Rainy River Services Board policies and procedures and the College of ECE's Standards of Practice and Code of Ethics.
- Actively participate in daily programming, supporting children's learning, development, and well-being while meeting the diverse needs of all children.
- Engage in child-initiated, teacher-supported play-based learning that follow the "How Does Learning Happen" document.
- Provide a daily balance of indoor and outdoor exploration time that invites children to investigate, imagine, think, create, solve problems, and have meaningful experiences.
- Work within a team to build and maintain healthy relationships and communicate effectively and respectfully with children, families, and colleagues.
- Respond to parent questions and concerns about their child's day, using care and compassion.
- Ensure consistency with respect to setting of limits for children. Maintaining positive discipline as set out in the Child Care and Early Years Act, 2014.
- Participate in maintaining the Atelier's environments, equipment, toys, and storage areas to meet health and safety standards.

Continued next page

Qualifications will include:

- Two-year College diploma in Early Childhood Education, approved equivalency, or willingness to obtain (qualifications can be obtained while working full-time; grants may be available to help support costs). Candidates with an equivalent combination of education and childcare experience will be considered.
- Registered with the college of Early Childhood Educators, or ability to register upon completion of Early Childhood Educator Program from a recognized institute.
- Ability to work with minimal supervision, exercise a high level of integrity, professionalism, exercise sound judgment in decision making and maintain confidentiality at all times.
- Current first aid, including infant and child CPR.
- Ability to complete the Ontario Food Handler Certification and ongoing renewals.
- Up to date immunization record.
- Provide a satisfactory outcome of a CPIC Vulnerable Sector Screen.
- Legally eligible to work in Canada.

This is an open-ended recruitment call, subject to change. Candidates who meet or exceed the requirements for this rewarding position are invited to submit a complete application for employment (Application form, cover letter and resume, including 3 work-related references) 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-32-2026-ECE-ATIKOKAN-18MTH-C
PRIVATE & CONFIDENTIAL
or emailed to: careers@rrdssab.ca

The DRRSB wishes to thank all applicants, however, only those selected for an interview will be contacted. The DRRSB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.

Children's Services
Employment Application Form

DISTRICT OF RAINY RIVER SERVICES BOARD

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 _____	☐ Y ☐ N
_____	_____	_____ to _____	☐ Y ☐ N
_____	_____	_____ to _____	☐ Y ☐ N

Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the DRRSB?	Have you previously worked for the DRRSB?
☐ Yes ☐ No If yes, when (mm/yy): _____	☐ 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

DISTRICT OF RAINY RIVER SERVICES BOARD

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: **X** _____			Date (yyyy/mm/dd): _____
1	Name and position: _____		E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____	Phone Number: _____
2	Name and position: _____		E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____	Phone Number: _____
3	Name and position: _____		E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____	Phone Number: _____

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:
  - ☐ Measles, Mumps, Rubella
  - ☐ Diphtheria, Polio
  - ☐ Chicken Pox
  - ☐ Hepatitis B
  - ☐ Tetanus (issued within last 10 years)
  - ☐ Influenza
  - ☐ Pertussis

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): _____