

JOB POSTING:

Supply Designated Early Childhood Educators

Salary \$26.88 hourly

Department/Locations: Various

Description of Position

Sudbury Catholic Schools proudly continues to strengthen our long-standing tradition of Catholic Education in the City of Greater Sudbury through the unique partnerships that exist between our schools, parishes and parents/guardians.

We welcome qualified candidates to apply to join our dynamic, caring team in the position of supply/casual Designated Early Childhood Educator. Daily assignments are offered on an as needed basis. There are also opportunities for long term assignments up to one school year in length. Supply/casual Designated Early Childhood Educators are eligible to apply for any internal job postings. Sudbury Catholic offers many opportunities for professional development and growth.

Responsibilities:

The Designated Early Childhood Educator (DECE) will partner with the classroom teacher to plan and implement a full day Early Learning Program within a Catholic classroom setting. He or she will use strategies to support and deliver the Early Learning Program. The DECE will collaborate in the design of programs and environments which will enhance and support the children’s cognitive, physical, social, emotional, and faith development. The DECE will assist with the delivery the “Roots of Empathy” program.

Required Qualifications/Skills/Abilities

- Completion of a community college diploma in Early Childhood Education
- Current valid registration with the College of Early Childhood Educators (CECE)
- A Catholic Pastoral Reference
- Basic knowledge of Ministry of Education full day early learning program and related legislation
- Strong knowledge of planning and implementing age appropriate programs
- Excellent communication skills both verbal and written with the ability to communicate in a sensitive, courteous manner with children, parents, staff and the general public
- High level of patience
- Ability to be sensitive to the needs of students with disabilities, and cultural differences
- Strong organizational and time management skills and ability to meet deadlines
- Ability to recognize individual learning styles and the characteristics of learners
- Excellent discretion and ability to maintain confidentiality
- Excellent interpersonal skills with proven ability to work as a member of a team



- Ability to multi-task
- Proven ability to deal with classroom management, stressful and emergency situations, and to take appropriate actions based on established Board policies, guidelines and procedures
- Basic computer skills, including word processing software, Internet
- Genuinely committed to helping children learn
- Effective problem solving, critical thinking, and decision making skills
- Ability to provide regular attendance
- To be considered for any French Immersion positions, bilingualism in French and English is required

Preferred Qualifications/Skills/Abilities

- One year of related experience in a childcare or educational setting
- Current First Aid certification and CPR certification are assets

Additional Information

Interested applicants may view our web site at www.sudburycatholicschools.ca and forward the completed **ECE Application Package** including the **Catholic Faith Reference Portfolio** as one electronic document by email to employment@sudburycatholicschools.ca. Please quote reference number **ECE 17/18-8** in the subject line. Interviews will be held periodically as applications are received and reviewed.

Please note that a satisfactory criminal record check including the vulnerable sector check is a condition of employment.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes. If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board