

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: May 15, 2026

JOB POSTING #2026 - 09

The Human Resources 's Office will accept applications up to **Wednesday, May 20, 2026 – Noon** - for the following position:

Early Childhood Educator Team Lead – Port Edward Community School

Full-time, 12-month, continuing position, 8.0 hours per day, anticipated start in September 2026 (exact date TBA based on licensing). Rate of pay is according to pay band 6. The terms and conditions of the IUOE Collective Agreement apply.

Job Summary

Early Childhood Educator Team Lead is responsible for the day-to-day operations of the location based childcare program.

Brief Job Description

- a) Follow the established Early Learning framework.
- b) Ensure the supervision and safety of the children in the program.
- c) Foster the children’s curiosity and facilitating activities based on their interests and needs.
- d) Build positive relationships with the children and families.
- e) Maintain a clean and organized environment.
- f) Informs students and parents/guardians of events using bulletin boards, newsletters, posters, etc.
- g) Ensure child to staff ratios are met.
- h) Provide support to staff.
- i) Staff scheduling: including subs are available.
- j) Follow licensing guidelines.
- k) Plan developmentally appropriate activities.
- l) Snack prep and planning.
- m) Clear communication with families/children and staff.
- n) Ensure childcare space is kept sanitary and implement a cleaning schedule.

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o) Performs other related duties as assigned or required.

Qualifications

- Early Childhood Education program (equivalent to two years post-secondary education)
- 5 years experience working with children.
- 1 year supervisory experience.
- Valid Childsafe first aid certificate.
- Must be physically able to carry out the duties of the position.
- Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- Must have adequate verbal and written English language skills.
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children.

**** THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED ****

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