

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees

**Date:** May 15, 2026

---

**JOB POSTING #2026-10**

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

**Early Childhood Educator – 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 5a. The terms and conditions of the IUOE Collective Agreement apply.

**Job Summary**

An employee who provides summer care to school aged children. This job posting is generic and encompasses the requirements of all anticipated job duties, however the Early Childhood Educator Team Lead– Summer Program will determine which specific duties will be assigned.

**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 through the use of bulletin boards, newsletters, posters, etc.
- g) follows licensing guidelines.
- h) Clear communication with families and staff.
- i) Ensure the classroom is kept sanitary and implement a cleaning schedule.
- j) Snack prep and planning.
- k) Performs other related duties as assigned or required.

**Qualifications**

- a) Early Childhood Education program (equivalent to two years post-secondary education)

**PLEASE POST**

**SUPPORT STAFF JOB POSTING**

- b) Minimum 19 years of age.
- c) One year of experience as an Early Childhood Educator in a licensed day care setting.
- d) Valid Childsafe first aid certificate.
- e) Must be physically able to carry out the duties of the position.
- f) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- g) Must have adequate verbal and written English language skills
- h) 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 \*\***

**PLEASE POST**