

## **EXTERNAL JOB POSTING COMSER-24-12**

Community Services Department

Teacher's Aide, Geraldton Ward

Date Posted: February 16, 2024

Job Type: Casual/On Call

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$24.57/hr

### **GENERAL**

The Municipality of Greenstone Community Services Department requires a Casual/On Call Teacher's Aide at their Municipal Day Care Centre in Geraldton to replace regularly scheduled Day Care Staff who are absent due to illness, vacation, etc.

### **QUALIFICATIONS**

- High School Diploma
- Previous paid or unpaid experience working with young children
- Vulnerable Sector Criminal Record Check required
- Current First Aid Certificate
- Bilingualism will be considered an asset

### **REPORTING RELATIONSHIP**

- Reporting to the Day Care Manager

### **DUTIES AND RESPONSIBILITIES**

- To work cooperatively with the Early Childhood Educators and the Day Care Manager to provide care and supervision to children at the Day Care Centre through the planning and implementation of a program conducive to their social, emotional, physical, and intellectual development.
- To assist Playroom staff in ensuring required ratio requirements are met in the delivery of programming which complies with Ministry regulations, Quality Assurance guidelines and Emergent Curriculum criteria.

### **HOURS OF WORK**

- Hours vary dependent upon absences of full time and part time staff
- There are no guaranteed hours of work

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on March 1, 2024 to:

Al Gordon, Manager of Human Resources  
Municipality of Greenstone Administration Office  
PO Box 70, 1800 Main Street  
Geraldton ON POT 1M0

Email: [al.gordon@greenstone.ca](mailto:al.gordon@greenstone.ca)  
Fax: (807) 854-1947