



**School-Age Program Facilitator /  
Pre-School Teacher - ECE**  
**Full-time Contract, ending June 27, 2025**  
**35 Hours / Week**  
**Location – South River and Sundridge**

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

**Overview of the Opportunity**

The School-Age Program Facilitator / Pre-School Teacher – ECE is responsible for guiding and supervising children enrolled in the Child Care Program and School-Age Program in all areas of development, under the direction of the Supervisor and in accordance with the Child Care and Early Years Act and the philosophy of the Directly Operated Child Care programs. Work includes direct interaction with children that can be physically demanding. This position works at **First Steps Early Learning and Child Care Centre** in South River and **Sundridge Centennial Public School** in Sundridge.

**Required Qualifications Include**

- Early Childhood Education Diploma and current membership with the College of E.C.E.; or a Diploma or Degree in Recreation and Leisure Services or Child and Youth Care; or a member in good standing with the Ontario College of Teachers.
- Minimum one year experience in a related childcare field.
- Related experience in a school-age field is an asset.
- High-five certification is an asset.
- Good written and verbal communication skills.
- Clear Vulnerable Sector Check.
- Ability to work independently, as well as part of a team.
- Knowledge and understanding of all legislation relevant to the position.
- Basic level of computer skills required.
- Valid certification in Standard First Aid, including Infant and Child CPR.
- Must obtain Food Handler certification within 3 months of hire.

**Principal Responsibilities Include**

- Plan and implement inclusive activities that are stimulating and appropriate to the interests, needs, and ages of the children, in accordance with relevant legislation and current Ministry of Education Pedagogy and curriculum requirements.

- Ensure the health and safety of all children.
- Actively teach and observe children in both a group setting and on an individual basis and participate in the learning process of each child.
- Assume responsibility for and maintain the learning environment and appearance of the Early Learning and Child Care Centre and School-Age program space.
- Communicate with staff, parents, guardians, the school board, and the Supervisor regularly.
- Implement programs for children with different abilities within the pre-school and school-age setting, when appropriate.
- Work includes direct interactions with children, which can be physically demanding. The School-Age Program Facilitator / Pre-School Teacher is responsible for lifting and carrying children and equipment and will need to spend time sitting on the floor, or child-sized furniture.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [jobs@psdssab.org](mailto:jobs@psdssab.org)

### **We are proud to offer the following to our contract employees**

OMERS Pension with 100% matching contributions, generous paid sick time, Employee Assistance Program, and professional development.

### **Salary Range**

\$24.91/ hour, as per Collective Agreement, plus 4% vacation pay.  
This position qualifies for Wage Enhancement.

### **Classification**

OPSEU – Pre-School Teacher - ECE  
Status – Full-time Contract

**Please submit a cover letter & resume referencing job ID 24U-67 by December 19, 2024**

**Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

**To view other employment opportunities, visit [www.psdssab.org/employment](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

