

## Job Posting Educator Level 3

**Starting Salary:** \$22.55 per hour

**Location:** Various Sites

**Various Employment Terms Available:**

- Permanent Full-Time (30-35 hours per week)
- Permanent Part-Time (5-29 hours per week)
- Casual (on-call – hours not guaranteed)

This position is based on a Monday – Friday schedule with occasional evenings as per organizational requirements.

OCOF/Nena maintains an ongoing recruitment pool for qualified professionals who are passionate about early learning, inclusion, and community impact.

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**Our Children, Our Future / Nos enfants, notre avenir** (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

**Job Summary:**

The Educator Level 3 is an excellent opportunity for students currently enrolled in an Early Childhood Education (ECE) program. This entry-level position is designed to build hands-on experience under the guidance of Registered Early Childhood Educators while supporting children's development through nurturing care and dynamic group programming. This role will work collaboratively in a licensed child care setting, contributing to high-quality care and programming for young children. This role is supervised and mentored by a Registered Early Childhood Educator and operates in accordance with the organization's Program Statement, the Child Care and Early Years Act (CCEYA) and the College of Early Childhood Educators' Code of Ethics and Standards of Practice. This role requires dedication to fostering healthy child development through play, structure, family engagement and professional collaboration.

**Key Responsibilities:**

- Support the planning and implementation of child-centered, developmentally appropriate programming.
- Assist children with daily activities, care routines, and transitions.
- Create and maintain safe, inclusive, and engaging environments that reflect children's interests and cultural backgrounds.
- Use positive language and strategies to guide children's behaviour and encourage emotional well-being.
- Communicate with families respectfully and professionally.
- Collaborate with team members to ensure the delivery of consistent, high-quality care and programming.
- Observe and document children's development and learning experiences.
- Follow all organizational and legislative requirements including, health, safety and duty to report procedures.

- Uphold the highest standards of ethical conduct, professionalism, and confidentiality at all times.

## **Qualifications and Skills:**

### *I. Education & Certificates*

- Proof of enrollment in an Early Childhood Education pathway/program & proof of passing marks every three (3) months.
- Approved Early Childhood Education Pathways:
  - Early Childhood Educator (ECE)
  - Early Childhood Education – Alternate Delivery (ECAD)
  - Child Development Practitioner (CDP)
- Must be 18 years of age or older.
- Current Standard First Aid and CPR Level C (or willingness to obtain)
- Food Handlers (or willingness to obtain)
- Current Satisfactory Vulnerable Sector Criminal Record Check (within the last six months)

### *II. Experience*

- Some knowledge of CCEYA, *How Does Learning Happen?*, and Ontario's Pedagogy for the Early Years.

### *III. Skills*

- Ability to work fluently, orally and in writing, in both official languages, French and English, required at some locations.
- Passion for working with children and fostering their individual growth.
- Strong communication, teamwork and problem-solving skills.
- Excellent interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Time management and critical thinking skills.
- Decision making and problem-solving skills.
- Conflict resolution skills.

## **Additional Considerations:**

- Work conditions include ability to lift up to 40 lbs, ability to do all of the following: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking and running.
- This position requires considerable flexibility.
- Interactions with children, family members and community partners.
- Noise level can be moderate to loud.

## **How to Apply:**

Please submit cover letter and resume by email to our HR department, or apply through the Careers page on our website:

By Email: [Hiring@ocof.net](mailto:Hiring@ocof.net)

## **Equity, Accessibility & Recruitment Transparency:**

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

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