

Posting #: 25-001CNC

Job Title: Registered Early Childhood Educator (RECE) - Lead Teacher

[Care for Newcomer Children (CNC) Staff with Designated Responsibilities (SDR)]

Vacant Position(s): 1

Duration: January 05, 2026, to March 31, 2026 (high possibility of an extension)

Work Schedule: Monday to Friday, from 8:15 AM to 3:00 PM (6 paid hours/day)

Location: Head Office - 1160 Birchmount Road, Unit 1A

Salary Range: \$25.11/hr to \$26.93/hr

Benefit: Group RRSP (Employer)

Application Deadline: December 02, 2025

Mandatory: Must have an ECE Diploma that is recognized in Canada. Must be registered with the College of Early Childhood Educators in Ontario.

Contact Method: N/A. No phone calls, please.

Registered Early Childhood Educator (RECE) - Lead Teacher

[Care for Newcomer Children (CNC) Staff with Designated Responsibilities (SDR)]

(Posting Internally and Externally)

Summary of Position

The Registered Early Childhood Educator (RECE) - Lead Teacher - CNC-SDR is responsible for ensuring CNC program requirements, as well as supervising, training, and supporting the other CNC staff. This includes providing quality care with a child-centered approach for the children participating in the CNC Program, while also ensuring health and safety.

This position involves working with young children and includes lifting and participating in physical activities. It may also involve the supervision of children and physical outdoor activities. Also, this candidate is responsible for ensuring the provision of a variety of activities and experiences to promote creative development, both in an individual and group setting. The staff must interact with the children, helping them build self-control, discipline, coordination, and listening skills so that they develop to their full potential in all aspects: language, cognitive, social/emotional and physical development.

The CNC-SDR is also responsible for collaborating with the LINC Coordinator and other Management staff to create an environment that is positive, safe and high-quality.

RECE Lead Teacher - CNC-SDR Duties and Responsibilities:

- Implement the CNC Guide and Requirements from CMAS Canada.
- Plan relevant themes for each calendar month.
- Plan appropriate activities for children in accordance with written program philosophy and feedback from the LINC Coordinator, as needed.
- Assess the skills, abilities, interests, and needs of children.
- Discuss progress or problems of children with parents and other staff members.
- Assist with registering/enrolling a child(ren) to CNC and maintain consistent records: child profile (registration form, health records, i.e. allergies, specific needs/preferences), attendance, and Session Management Form.
- Inspect the CNC space for safety issues and seek corrective action according to standard procedures.
- Facilitate the practice of fire and safety rules on an ongoing basis, i.e. fire drills.
- Attend meetings and workshops as directed by Management.
- Ensure proper supervision of other CNC staff and the general area.
- Maintain effective communication with the LINC Coordinator and convey essential information, guidance or directions to other CNC staff.
- Submit daily or monthly statistics to the LINC Coordinator and carry out other related administrative tasks, as needed.
- Other duties as assigned by the LINC Coordinator, and/or the Executive Director to maintain effective delivery of the program.

CNC Staff Duties and Responsibilities:

- Welcome and interact with newcomer children and their parents.
- Ensure the development and implementation of a variety of engaging and child-centred activities or experiences that promote growth and development in both an individual and group setting.
- Interact with children to help them learn and enhance their self-control, discipline, coordination and listening skills while helping them develop to their full potential: language, as well as cognitive, social/emotional and physical development.
- Ensure the mental and physical wellness of children, including nutritional intake, exercise and hygiene.
- Make suggestions about program purchases, i.e., toys, books and other educational materials.
- Set up and take down equipment and other items used in the program, as needed.
- Work with team members to foster a positive, secure and educational environment, which honours diversity.
- Understand and be aware of settlement issues and the concerns of newcomer children and parents.

Qualifications & Competencies:

- Must have an ECE Diploma that is recognized in Canada.
- Must be registered and in good standing with the College of Early Childhood Educators in Ontario.
- Valid First Aid, including infant/child CPR certification.
- Current health assessment, including immunization and proof of Tuberculosis status.
- Current Vulnerable Sector Check (VSC).
- Supervisory experience in a childcare setting is an asset.
- Minimum 2 years of work experience in a childcare setting, working with infants, toddlers, and preschool children.
- Childcare Administration experience.

Please forward your application (**resume and cover letter**) as one PDF document to hr@tesoc.org and include the **Posting #** and the **Job Title** that you are applying for in the **subject line** of the email **OR** apply through **INDEED**. Kindly only apply via email or through Indeed, **NOT** both.