

# HIRING COMPETITION

## EXTENDED DAY CHILD CARE WORKER

### Part-time (Non-Union Position)

---

#### **General Information:**

Lakehead District School Board operates extended day child care at Gorham and Ware Public School and is seeking applicants for the position of part-time (4 hours per day, 5 days a week) Extended Day Child Care Worker. Reporting to the Site Supervisor, Child Care Workers will be responsible for:

- collaboratively planning and implementing the extended day program to ensure high-quality, inclusive child care for children ranging in age from junior kindergarten to Grade 6 in a manner that supports their growth and development and adheres to relevant legislation, policies and procedures;
- supervision of students;
- documentation and record-keeping as required;
- communication with parents/guardians, school staff, and community partners; and
- other duties as required.

#### **Qualifications required:**

One or more of the following diplomas/degrees is required. A copy of degree/diploma/professional certificate must be included in your application package.

- diploma in early childhood education;
- diploma or degree in child and youth care
- diploma or degree in recreation and leisure services.
- member in good standing with the Ontario College of Teachers.

#### **Additional requirements:**

- experience working in a child care, school, or recreation setting;
- knowledge of play-based learning as defined in the *Kindergarten Program (2016)*, *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and the *Ministry of Education Guidelines for Before and After School programs for Extended Day programs*;
- experience in planning and implementing age-appropriate programs;
- strong communication and interpersonal skills to participate as an effective team member;

- valid standard First Aid and CPR certificate.

Selected applicants will be invited to participate in the interview process, and only those candidates will be contacted.

### **Wage / Hours of Work:**

- Wage from \$19.50/hour to \$26.31/hour
- Monday to Friday, 2:15 p.m. - 6:15 p.m.

### **Required Documents**

- Cover Letter
- Resume of qualifications and experience
- Copy of diploma/degree/professional certificates as required.
- Reference check consent form, which MUST include **valid e-mail addresses** of your references. A minimum of two (2) references, including e-mail addresses, must be included for your package to be considered complete. Fax numbers are not required. The reference check consent form can be found at the bottom of the careers section of our website <https://www.lakeheadschoools.ca/jobs>.

### **Application Procedure:**

- Email your completed application package to [elementaryhire@lakeheadschoools.ca](mailto:elementaryhire@lakeheadschoools.ca)  
**Note: Please submit one complete PDF document. Please do not submit multiple attachments.**
- **Application Deadline: Friday, May 2, 2025, @ 4:00 PM**

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at [hr@lakeheadschoools.ca](mailto:hr@lakeheadschoools.ca) so appropriate arrangements may be made.

**Committed to the success of every student**

[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)