

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Pre-School Instructor

Requisition ID: 141668
Department: Community Services
Classification: Term
Affiliation: CUPE Local 129
Vacancy Reason: Existing
Shift/Hours: Monday – Sunday, 15-20 hours per week
Salary: \$31.62/hour
Work Location: Chestnut Hill Developments Recreation Complex, 1867 Valley Farm Rd, Pickering, ON L1V 6K7
Date Posted: Thursday, February 20, 2025
Deadline to Apply: Thursday, March 6, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Pre-School Instructor.

The successful incumbent is responsible for overseeing the development, implementation and operation of City of Pickering Pre-School Programs as advertised in the City brochure to ensure high quality and safe operation of all Pre-School Programs.

Primary Responsibilities

- Plans, develops, implements and coordinates, in consultation with the Coordinator, the City of Pickering Pre-School programs.
- Assigns duties and oversees the work of the Pre-School Assistant to ensure effective and efficient utilization of staff, equipment and resources.
- Performs all necessary administration for the Pre-School programs such as attendance sheets, accident/incident reports, statistics etc.
- Ensures staff adhere to Corporate and Department policies and procedures.
- Initiates requests for cash advances and cheque requisitions for purchasing required supplies for the Pre-School programs.
- Attends regularly scheduled Program Instructor staff meetings as scheduled by the Coordinator.
- Provides feedback and maintains open communication with the Pre-School Assistant and the Coordinator.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post secondary degree/diploma in Early Childhood Education or any acceptable combination of education, training and related work experience.
- Three years' experience in working with children in a pre-school environment.
- Experience in working with children in arts and crafts, story telling, songs, games and other related activities is an asset.

Knowledge, Skills and Abilities

- Well developed interpersonal, leadership, organizational, customer service and communication (written and oral) skills.

- Proven experience in program development and working with pre-school children. Knowledge and skills in working with children with special needs would be an asset.
- Ability to deal professionally and courteously with employees and members of the public.
- Must hold current Standard First Aid, and Basic Rescuer CPR-C and Auto External Defibrillator (AED) certificates.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

