



JOB POSTING

No: CUPE B-27-0024

POSTED: September 14, 2026
DEADLINE: 4:30 p.m. September 25, 2026

EarlyON Child and Family Centres Supply Parenting Worker

Various Locations

Region: Various

\$51.43 per hour (plus 3.4% statutory holiday pay and 4% vacation pay)
(C.U.P.E. Local 4400, Unit B)

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

Reporting to the Manager, EarlyON Child and Family Centres, under the day to day supervision of the Program Officer, the Supply Parenting Worker will be responsible for providing a quality, play-based, developmentally appropriate early childhood education program which promotes family literacy/numeracy learning and is in compliance with the TDSB Early Years policy.

Summary of Duties:

- Facilitate the day to day implementation of an EarlyON Child and Family Centre;
- Facilitate learner-centered parenting/caregiver education and promote parental/caregiver interaction;
- Provide a safe and welcoming environment that reflects the diversity of the community;
- Promote the use of the family literacy program, including book lending library to foster family literacy and play at home;
- Establish and maintain trusting relationships with families that create a sense of belonging in program spaces;
- Engage with parents and caregivers in discussions that support early learning and development;
- Provide a high-quality early education program for children;
- Build connections between home and school and invite parents and caregivers with young children to participate in a program that is culturally relevant and responsive to their unique needs;
- Work collaboratively as a team with the Early Years Manager, Program Officer and school staff to determine specific goals for the EarlyON Child and Family Centre and promote the vision of an integrated early learning environment;
- Navigate SmartFind Express to access jobs.
- Keep informed of current theory and practice of early childhood education, family literacy and parent/caregiver education and research, including materials provided by the EarlyON team;
- Be familiar with Parent Worker Handbook;
- Provide a nutritious snack daily to the children attending the program;

- Assist in the registration process, where applicable, in accordance with established TDSB and funder policies and procedures;
- Ensure program space is set up daily prior to welcoming participants;
- Ensure program objectives, content and activities are appropriate to the participants' expressed needs, abilities and lived experiences;
- Record and maintain accurate and up-to-date attendance, and report on attendance as required;
- Maintain material-related inventory of the EarlyON Child and Family Centre, including the book library and submit written requests for supplies and equipment;
- Assist parents and caregivers in navigating available supports to help early identification of special needs and link families to appropriate community resources;
- Provide a safe, nurturing, bias-free, positive and respectful learning environment that recognizes and celebrates individual differences;
- Initiate outreach as per department procedures to promote the program within the community;
- Work together with program participants, school staff and Program Officer to ensure it is meeting the needs of the community;
- Operate in accordance with related TDSB policies, procedures and requirements (e.g. Early Years Policy, Early and Ongoing Identification, Child Abuse, Human Rights, Safe Schools, Health & Safety);
- Take appropriate action in the event of a conflict or emergency situations according to TDSB policies and procedures and report any such circumstances to Program Manager or designate;
- Ensure the classroom and equipment is tidy and secure at the end of the daily program; and,
- Other related duties as assigned.

Qualifications:

- Two year community college diploma in Early Childhood Education with two years related experience;
- Registration with the College of Early Childhood Educators;
- Demonstrated knowledge of the issues in parent/caregiver education;
- Knowledge of adult education principles;
- Experience programming with adults and children together;
- Experience programming for infants to six-year olds;
- Working understanding of child development;
- Knowledge of the early acquisition of literacy and numeracy development;
- Knowledge and understanding of programming based on current pedagogy;
- Knowledge of programming to support social emotional skills;
- Outreach experience;
- Excellent communication skills both oral and written as well as strong interpersonal skills;
- Proven experience and ability to work effectively as part of a team;
- Demonstrated willingness and ability to work in a multicultural, multi-racial environment;
- Comfortable sharing program information with various audiences and in a variety of settings.

Special Requirements:

- Current First Aid and CPR certification
- Certification as Food Handler

Assets:

- Experience working in the school system;
- Experience working in different communities, including those facing significant inequities;
- Working knowledge of/ability to communicate in more than one language.

Hours of work:

Based on operational requirements, and in accordance with funder requirements.

Program Period: September to June

Schedule/Hours/Location: Various

Applicants should attach a copy of their current resume and qualifications. Résumés should indicate qualifications, ability and experience applicable to this position. A separate application and/or resume must be submitted for each individual job posting. Applications should be submitted no later than **4:30 p.m. on September 25, 2026** to:

**Toronto District School Board
People and Culture – Unit B
Attention: Staffing Officer**

**Please quote Competition #CUPE B-27-0024 when responding to this Job Posting.
Place this number on the email subject line:**

Competition Number	Region	Location
CUPE B-27-0024	Various	Various

Please Note:

- a) Applications should be submitted using the following method:
 - E-mail to applications.unitb@tdsb.on.ca
Note: Keep a copy of your sent email confirmation as proof of your submission.
- b) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- c) TDSB uses artificial intelligence (AI) tools to support parts of the recruitment process, including the initial review of applications. These tools operate based on predefined criteria and do not make final hiring decisions. If you have questions or concerns about the use of AI in the recruitment process, please contact tdsbcareers@tdsb.on.ca.
- d) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.