

Courage

Compassion

Connection

Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a Full-Time Teacher eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people-helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Job Posting:** Teacher - Clareview Head Start

#### **Job Purpose**

Responsible to ensure that appropriate curriculum and individual programming is implemented in order to prepare children for transition into Kindergarten.

#### **Duties and Responsibilities**

- Lead planning and implementation of programming with classroom team to ensure a developmentally appropriate, play based program. The programming should reflect the needs and diversity of the families we work with as well as work towards the Kindergarten curriculum for school readiness.
- Coordinate the development and implementation of Individual Program Plans and Individual Learning Plans for all children.
- Ensure educational needs and guidelines are being appropriately addressed and followed up with children and families.
- Work collaboratively with teachers from other classrooms in areas such as program planning and group activities.
- Debrief and follow-up to critical incidents and/or crisis situations in conjunction with team leader or manager to provide support, ensure proper protocol was followed and minimize future incidents.
- Provide leadership and direction to classroom team to deliver programming to children in an organized, creative and effective manner, and to ensure that program guidelines and classroom plans are being carried out.
- Monitor equipment and room to ensure that safety protocols are being followed for optimum protection of children, families, staff and others involved in the program.
- Maintain records and reports by appropriate documentation in order to meet program standards i.e. attendance, disclosures, Individual Learning Plans, classroom files and so forth.
- Conduct program related assessments, evaluations and reports to effectively deliver and evaluate the program.
- Work collaboratively with community partnerships such as CASA and Capital Health to coordinate appropriate planning and supports for children in the classroom.
- Work collaboratively with community resources and partnerships (such as CASA and Capital Health) in the best interest of the children and the program.
- Facilitate resolution of conflict using strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- Train and coach Early Childhood students, parent volunteers, classroom staff and others by recognizing successes, providing constructive feedback and participating in the completion of appropriate documentation.

- Participate in monthly program team meetings and provide feedback and input as appropriate.
- Model and encourage open participation and sharing of success, responsibility and authority to foster team atmosphere.

### **Qualifications**

- Bachelor of Education (required)
- Current Child Care First Aid certification
- Team player
- Strong knowledge of developmentally appropriate practice
- Strong organizational skills and ability to prioritize
- Ability to develop weekly and yearly classroom plans
- ASQ training an asset; strong writing skills
- Strong interpersonal skills
- Ability to identify and resolve conflict
- Clear Security Clearance Check
- Clear Child Welfare Check

### **Working Conditions**

This position is a permanent full time position during regular weekday business hours. On occasion, you may be required to work in the evenings and/or on weekends and it is expected that you modify your schedule accordingly.

The position commences August 18<sup>th</sup>

### **Physical Requirements**

Periodically handling/moving office and Program materials

*Frequent movement i.e. bending, lifting, sitting, standing, dancing, walking etc...*

**Salary:** \$18.82/hour at 40 hours per week plus benefits (vision care, Short Term / Long Term Disability, Life insurance and much more).

Apply with resume & references to:

Mail: Clareview Head Start Program  
1142 Hermitage Road  
Edmonton AB T5A 4L4  
Fax: 476-8842  
E-mail: kmillette@e4calberta.org

Posting will remain open until suitable candidate is found. Only those candidates selected for an interview will be contacted. No Phone Calls Please.