



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking an dedicated staff 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 Title: Relief Teacher- Head Start Program**

### **Job Purpose**

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

### **Duties and Responsibilities**

#### Leadership/Classroom Education

- ❑ Lead planning and implementation of programming with classroom team to ensure a developmentally appropriate, play based program that reflects the needs and diversity of the families.
- ❑ 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.
- ❑ 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.
- ❑ Use problem-solving strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- ❑ Model and encourage open participation and sharing of success, responsibility and authority to foster team atmosphere.

#### Program Planning

- ❑ 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.

- ❑ 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.
- ❑ Work collaboratively with community partnerships and resources such as CASA and Capital Health to coordinate appropriate planning and supports for children in the classroom.

### Administration

- ❑ 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.

Other duties may be assigned as needed.

### **Qualifications**

- Bachelor of Education Degree
- Current Child Care First Aid Certification
- 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
- Clear Security Clearance Check
- Clear Child Welfare Check

### **Working Conditions**

Relief teachers may be asked to work either full or part days, depending on the need of the program. You may be called on short notice.

### **Physical Requirements**

Periodically handling/moving office and Program materials  
Frequent movement i.e. bending, lifting, sitting, standing, dancing, walking etc...

### **Salary Scale**

Salary range from \$35,360 to \$44,780