



Employment Opportunity

Early Childhood Educator (Classroom Assistant)

Full time Permanent (September-June Annually)

ABC Head Start Society has been committed to promoting and supporting strong children, families and communities in Edmonton for over 30 years. We offer a comprehensive prekindergarten and family support program for vulnerable children and families. Operating in 5 locations across Edmonton, our goal is to prepare children for a successful educational experience in partnership with the family and community. Head Start gives children the best possible learning and development opportunities in early childhood, preparing them for future success.

ABC Head Start is accepting applications for Early Childhood Educator (ECE) position. Reporting to the Supervisor, and supported by the Professional Practice Mentor, the Head Start ECE supports the planning and implementation of the Early Learning program. The ECE plays a key role on the inter-disciplinary team providing Early Learning Programming and services that are inclusive and responsive to the diversity of the populations we serve.

Responsibilities

- Works with an inter-disciplinary team comprised of a Teacher, Social Worker, and Speech Language Pathologist to support classroom management of Early Learning programs.
- Establishes and support an inclusive early learning environment that stimulates the emotional, social, physical, cognitive, communication and creative growth of children.
- Establishes supportive and respectful relationships among staff and the children, their families and the community.
- Monitors and provides documentation to improve program quality.
- Creates and implements nutrition program, manage the nutrition budget and the shopping float, and ensuring that the shopping for the nutrition program is completed.

Qualifications

Requirements:

- Early Learning and Child Care Diploma, Special Needs Educational Assistant Diploma, Educational Assistant Diploma or equivalent
- Intermediate skills in using a computer and MS Office products including Word, Excel, and Outlook
- Safe Food Handling Course (obtained within 3 months of hire)

Assets:

- Courses in Early Childhood Education or Special Education
- Experience working with young children and their families
- Experience working within a multidisciplinary team
- Fluency in languages other than English
- A Current Childcare First Aid Certificate

Why Work with ABC Head Start Society?

- Competitive extended health benefits package including RRSP contribution
- Flexible annual schedules that include desirable hours and a commitment to work-life balance
- Opportunity for professional growth both individually and as part of a team
- Ongoing professional development provided both internally, and from professional bodies

- Work collaboratively with a diverse and inclusive team
- Rewarding client relationships and the opportunity to make a difference in the lives of our culturally diverse children and families

Compensation

\$27, 049 - \$32, 924 annually, determined based on education and experience.

Position Start Date

March 2, 2019

Work Location

West Campus located at Afton School 16604 91 Avenue NW Edmonton

To apply, email your résumé and a cover letter: ABC Head Start Society at hr@abcheadstart.org

ABC Head Start thanks applicants for their interest in this opportunity. Only candidates considered for the position will be contacted. We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

Closing Date: Competition will Remain Open Until Suitable Candidate is Found