



Employment Opportunity

Early Childhood Educator (Classroom Assistant)

Full Time

Term Position January 8, 2018- June 29, 2018

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 pre-kindergarten and family support program for vulnerable children and families. Operating in 6 locations across Edmonton, our goal is to prepare children for a successful educational experience in partnership with the family and community. We know that by giving children the best possible early learning and development opportunities in life, we ensure the future well-being and prosperity of our families and communities.

ABC Head Start Society employees are guided by the Spirit of ABC Head Start. Please find more information at: <http://abheadstart.org/sites/default/files/assets/docs/The%20Spirit%20of%20ABC%20Head%20Start.pdf>

If your professional values align with our agency mission, vision, strategic directions and Spirit please consider joining our team.

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

Responsibilities:

- Work with the inter-disciplinary program team comprised of a Teacher, Early Childhood Educator, Social Worker, and Speech Language Pathologist to support classroom management of the 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.
- Create and implement 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

Compensation: \$16.62 - \$21.25 hour plus 6% vacation pay.

Compensation is dependent on education and experience.

Work Location: Duggan School: 10616 36A Ave NW, Edmonton, AB T6J 0C9

Start Date: Monday, January 8, 2018

To apply, email your résumé and a cover letter to Human Resources to hr@abheadstart.org
Please include Early Childhood Educator (Duggan) in the Subject Line of the email.

For detailed job descriptions, please visit our web site www.abheadstart.org.

ABC Head Start thanks applicants for their interest in this opportunity. 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: Until Suitable Candidate is Found