



RIEL Institute for Education & Learning

Aboriginal Head Start Program



Job Posting

Opening Date: February 6, 2018

Calgary Aboriginal Head Start Early Childhood Educator - Full Time/Part Time/On-Call

The Calgary Aboriginal Head Start Program is looking for an Early Childhood Educator. They will be part of a team that will plan and implement culturally enriched preschool programming that is designed to give each child an opportunity to participate in experiences that will enable them to reach their full potential. They will oversee, support, and direct all activities in the classroom based on the funding requirements, provincial licensing and work plans.

Summary

All duties should be focused on the 6 components of the Head Start program and based on the program work plan. Duties include, but are not limited to:

- Educators are responsible for the constant supervision, safety, and well-being of all children.
- Educators will recognize and respond appropriately to the needs of each child by using developmentally appropriate teaching and child behavioural management techniques.
- Educators will provide leadership and share in the responsibility for planning, preparing, and implementing stimulating, age-appropriate activities.
- Educators will participate fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program.
- Educators will observe and record relevant information on each child's progress and development, by completing observations, informal assessments, daily notes, and reports. Such information must at all times be available to the coordinator.

Qualifications

- Early Childhood Educator or Development (equivalencies may be considered)
- Valid First Aid & CPR Certificate
- Criminal Record Check with Vulnerable Sector Clearance
- Child Welfare Information Systems Check
- Self-motivated, enthusiastic, flexible and well organized
- Knowledge of Indigenous Culture and Language considered a strong asset
- Knowledge of social and economic needs of the Indigenous community
- Excellent written and oral skills
- Ability to take direction, give direction and work well in a team atmosphere
- Ability to observe, anticipate, and to analyze situations and prepare resolutions
- Excellent interpersonal and communication skills
- Experience working with 3-5-year-old children considered an asset
- Must at all times be committed to the program and client success

Preference will be given to Indigenous applicants or to applicants with experience and knowledge of Indigenous Culture and Community.

Please submit resume and all supporting documents to alberta@rielinstitute.com

We appreciate all submissions; however, only suitable candidates will be contacted.