

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional 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.

Relief Teacher – Clareview Head Start

Division

Job Purpose

The Relief Teacher is responsible to implement the classroom teacher's plans. They will work with the classroom team in the implementation of developmentally appropriate, play-based programming for the children in the classroom.

Duties and Responsibilities

Leadership/Classroom Education

- Maintain ongoing interaction with the children during classroom activities on an individual, small group and large group basis.
- Assist the classroom staff with materials preparation, snack and classroom clean-up, which may include photocopying, laminating, toy sanitation and preparing craft materials.
- Maintain good communication with the classroom staff.
- Use problem-solving strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- Other duties may be assigned as needed.

Program Planning

- Provide feedback, when asked, to support program planning that focuses on the children's total development.
- Monitor equipment and room to ensure that safety protocols are being followed for optimum protection of participants.
- Participate in debriefs and follow-ups to critical incidents and/or crisis situations in conjunction with supervisor.
- Cooperate with community resources and partnerships such as CASA and Capital Health.
- Work collaboratively with teachers from other classrooms.
- Other duties may be assigned as needed.

Administrative

- Assist with some classroom records as requested by the Classroom Supervisor (i.e. attendance, disclosures, bus lists etc.).
- Participate in team meetings as requested and provide feedback and input as appropriate.
- Other duties may be assigned as needed.

Qualifications

- Bachelor of Education Degree.
- Current Child Care First Aid certification preferable.
- Strong knowledge of developmentally appropriate practice.
- ASQ training an asset; strong writing skills.
- Clear Security Clearance Check, and Child and Youth Intervention Record Check.

Working Conditions

Relief teachers are called to work full or part days, depending on the needs of the program. On occasion, you may be asked to work in the evenings and/or on weekends.

Salary Scale

Starting: Direct III \$17.68+/hr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.