

# Qaqaуailas House of Learning

## Early Childhood Educator Position

" In the event that a staff position becoming open within the HTC organization, staff selection will be in the following manner and when feasible, all job openings will first be posted internally within HTC for at least seven days."

### HTC Employment Manual Section 14.1

**Qaqaуailas House of Learning** requires a skilled, responsible **FULL-TIME** educator to provide quality, inclusive child care services for young children in a group setting under the direction of the centre's Supervisor and Early Childhood Education Manager.

#### **Summary of Duties:**

- ☞ Plan, carry out, and assess developmentally appropriate activities and experiences that promote the well-being of each child and that respect and reflect the diverse needs of children
- ☞ Ensure guidance of children's behavior that encourages positive self concept
- ☞ Ensure the child care environment is healthy and safe for all children
- ☞ Ensure positive communication
- ☞ Contribute to the ongoing operation of the centre.
- ☞ Assist children in expressing themselves by listening and responding with questions or comments that extend conversations.
- ☞ Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities.
- ☞ Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing.
- ☞ Set reasonable behavior expectations consistent with the centre's philosophy and policies.

#### **Job Skills and Abilities:**

- ☞ Ability to multitask & work independently
- ☞ Must possess strong interpersonal communication skills
- ☞ Plan/participation in all cultural events and curriculum
- ☞ Must possess strong organizational skills and take direction
- ☞ Conduct themselves in a professional manner and maintain strict confidentiality
- ☞ Ability to work independently while also a team player
- ☞ *Must love children*

#### **Qualifications/Experience**

- ☞ A valid Early Childhood Education Certificate and license to practice (in accordance with the *Child Care Regulation*) or in the process of becoming licensed.
- ☞ A valid safety oriented first aid certificate
- ☞ A Food Safe certificate
- ☞ A tuberculosis test
- ☞ A criminal record check clearance letter

**Please deliver resume, a cover letter and two current references to:**

**Donna Germyn - Supervisor  
Daycare Building**

**Deadline:** May 15th, 2009 @ 4:00pm

# Qaqaualas House of Learning

## Part – Time Early Childhood Educator Position

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**Qaqaualas House of Learning** has an opening for a **PART-TIME** educator position of assistant to the Early Child Educator.

The assistant to the Early Childhood Educator will assist in the creation, implementation and delivery of the **Qaqaualas House of Learning** curriculum.

**Successful candidate must meet the following requirements to be short listed for an interview:**

- ∞ Understanding of young children ages 3-5 and their optimal development
- ∞ Past experience with young children ages 3-5
- ∞ Ability to be mentored, self-motivated, energetic and takes direction well
- ∞ Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities.
- ∞ Ensure guidance of children's behavior that encourages positive self concept

### **Qualifications/Experience**

- ∞ Have completed at least ONE ( 1) ECE course and has interest in completing their ECE studies
- ∞ A valid safety oriented first aid certificate (or process of obtaining)
- ∞ A Food Safe certificate (or process of obtaining)
- ∞ A tuberculosis test
- ∞ A criminal record check clearance letter

**Please deliver current resume, 2 references and all documentation to:**

Donna Germyn- Supervisor  
Daycare

**Deadline:** May 15th, 2009 @ 4:00pm