



After/Before Care Program



ROYAL CUBS

Junior
Kindergarten

16520-24 Street SW Calgary, AB T2Y 4W2

(403) 254-4083

Glenmore Christian Academy (GCA) is a private Alberta accredited Christian school located in the southwest of Calgary, Alberta, specializing in the education of children from JK to Grade 9. GCA is a member of AISCA (Association of Independent Schools and Colleges in Alberta) as well as ACSI (Association of Christian Schools International). GCA's mission is to Teach Truth, Inspire Excellence, Experience Christ and Serve through Love. GCA has a head of school, two principals and a staff of over 100 serving approximately 1000 students.

GCA offers a variety of programs outside of the regular classroom. The ABC Program is a licensed and accredited child care program with the province of Alberta designed to assist GCA families who have Kindergarten to Grade 5 children requiring before and after school care. These programs provide high quality supervision for children between the ages of 4 and 12. In addition, our child care program includes the licensed JK (Junior Kindergarten) daycare program for children aged 3 years old (turning 4 by December 31st of that school year).

The ABC & JK PROGRAMS have an opportunity for an Early Childhood Educator (with Level 1, 2 or 3 Early Childhood Educator certification) who would work approximately 3 hours each school day (3:00pm to 6:00pm). The specific hours will be finalized pending student numbers registered for the out-of-school care/ABC Program by end of August of this current school year. This is a contract position from September to June with the potential of a contract renewal for each following school year. Hours vary on designated PD Days when ABC & JK child care is provided. There is also the possibility of working additional hours if internal staff coverage is required. All hours worked in the programs are applicable for the provincial hourly 'top-up' wage specific to the certification level.

Role Description:

The *Early Childhood Educator* (Level 1, 2 or 3) loves working with children, and also understands and implements Out-of-School Care legislation and regulations according to the *Alberta Early Learning and Child Care Act*. The individual will be responsible for supervising a group of students ensuring that they are engaged with the program, and receiving appropriate care that is in alignment with the vision and values of the program. The individual will assist with implementation of the program, as well as other program duties in collaboration with the other ABC staff.

Qualifications:

- A vibrant and active Christian faith, demonstrating the leadership of Jesus Christ
- The ability to make Biblical values and principles an integral part of school life
- Agrees to and adheres to the GCA Statement of Faith – without reservation
- Fluent in English
- Must have the right to work in Canada and have permanent residency

Skills Required:

- Implementation of schedules, activities, events, etc. to promote students' physical, emotional, spiritual, academic and social development
- Strong communication, as well as positive interpersonal and social skills
- Excellent team player and collaborator
- Efficient, highly organized and capable of multitasking
- Sound knowledge of child development
- Ability to actively supervise and manage children in a high energy environment with varying noise levels
- Agile and able to work closely with children at their physical levels (both indoors and outdoors)

Performance Responsibilities:

- Ensuring the safety and welfare of each child
- Creatively and actively promoting a welcoming, comfortable, safe and inclusive environment
- Providing excellent quality child care that meets the needs of each individual child showing clear and concise routines, expectations and boundaries
- Assisting in the development and implementation of interesting and imaginative activities that meet the needs of the age group
- Assisting with housekeeping duties outlined in daily shift requirements, while maintaining centre cleanliness and safety at all times
- Ensuring the maintenance and safety of all toys/activities
- Maintaining professional communication with the Program Coordinators on the development and progress of each child; following direction and leadership from the Program Coordinators and OSC Executive Director
- Acting as an ambassador for our school and our faith at all times, and promoting respectful public relations
- Positively and professionally communicating and interacting as a team member with all GCA staff
- Assisting with the orientation/training of new staff
- Promoting and maintaining a harmonious relationship with all children, parents and team members

Responsibilities to Parents:

- Establishing and maintaining positive, supportive and caring relationships with all parents/guardians/alternate pick-up adults
- Being able to explain operations, policies, procedures and functions of the child care program to parents
- Maintaining confidentiality in all areas of the programs

Administrative Responsibilities:

- Attending and participating in all OSC Staff Meetings and expected school meetings/PD
- Monitoring facility and equipment on a regular basis to ensure all standards are kept
- Other duties as assigned within the program

All applicants must apply through the online portal. The following attachments are to be included:

- Cover Letter
- Résumé summarizing training and experiences
- Minimum of three professional reference that can be contacted
- A Statement of Faith
- Pastoral reference letter (recent within three months)
- Criminal Record Check including the Vulnerable Sector (dated within 6 months of application)
- Alberta provincial Early Childhood Educator certification Level 1, 2 or 3 **OR** be willing to complete the online Early Childhood Educator certification Level 1 course within 6 months of being hired (as of contract start date)
- Child Care First Aid and CPR (Level C)

No agencies or telephone inquiries please. We thank all applicants for their interest in our organization; however, only those candidates selected for interviews will be contacted.