

## INTERNAL & EXTERNAL JOB POSTING

### ECE Instructors and Substitutes

ISANS is seeking part-time **Early Childhood Education Instructors and Substitutes** to provide quality care for newcomer children aged 6 months to 13 years in the ECE Centre. Reporting to the Supervising Team Leads, ECE Centre and the Manager, Language Services, the ECE Instructors and substitutes will be responsible for:

#### Duties & responsibilities for Instructors:

- Designing and delivering culturally and age appropriate programming for newcomer children
- Collecting children's information as required by CMAS
- Collaborating with the ECE coordinator regarding work related daily activities
- Implementing and complying with ECE Centre policies and procedures
- Ensuring the safety of the children in the centre
- Maintaining the upkeep and cleanliness of the toys, equipment and the centre
- Documenting (electronically) activities on a daily basis and writing required reports
- Checking regularly e-mail messages information sent to all ISANS staff
- Conducting parent-teacher interviews
- Taking part in the annual CMAS review
- Providing information and support to parents on a daily basis

#### Duties & responsibilities for Substitutes:

- Delivering culturally and age appropriate programming for newcomer children
- Providing information and support to parents daily
- Ensuring the safety of the children in the centre
- Maintaining the upkeep of the toys, equipment and the centre in general
- Other duties as required to ensure smooth operation of the centre.

#### The ideal candidates for these positions will have the following:

##### Education:

- Early Childhood Education Diploma (students working towards the diploma will be considered for Substitutes)
- Up to date First Aid Certificate

##### Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred

##### Skills:

- Strong written and verbal English communication skills (English CLB level 5 minimum)
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

##### Physical Demands:

- The physical demands of this job require frequent standing, walking, kneeling, crouching, stooping, squatting, twisting, and lifting up to 40 pounds; employee is regularly exposed to noise

##### Working Hours:

- ISANS ECE Centres deliver Care for Newcomer Children for evening and weekend workshops in addition to the regular 8.30 – 3.30 pm care. Evening and Weekend work will be required on a regular basis as part of a rota schedule with other ECE Instructors/Workers.

**Terms of Employment for Instructors:**

- 12-month fixed-term contracts, renewable pending funding confirmation
- Part-time 30 hours per week

**Commencement Date:** ASAP

**Closing Date:** ongoing recruitment

**To apply:** E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**