

**INTERNAL & EXTERNAL JOB POSTING**

**ECE Instructor- Level 2 certification**

ISANS is seeking a part-time **Early Childhood Education Instructor- level 2 certification** 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, Support Services, the ECE Instructor will be responsible for:

- 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

**The ideal candidate for this position will have the following:**

**Education:**

- Early Childhood Education Diploma (Level 2)
- 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:**

- Fixed term contract to March 31<sup>st</sup>, 2020, renewable pending funding confirmation
- Full time 35 hours per week, reducing to part-time 30 hours per week

**Commencement Date:** ASAP

**Closing Date:** Monday April 15<sup>th</sup>, 2019, 4:00pm

**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.**

