



# CAMPUS PRE-SCHOOL COOPERATIVE

## Teacher Assistant Position

2023-2024 Job Listing

Campus Pre-School is currently seeking a part-time teacher assistant for our 2023-2024 school program beginning September 1<sup>st</sup>, 2023 and ending with the school year in June 2023. Hours of work would be 5-days per week, M-F, from 8:30 AM until 12 PM.

The ideal candidate will be comfortable working closely with the classroom teacher, the children, and families to provide a high-quality, play-based, student-led experience. They will also be able to familiarize themselves with [Alberta's Guidance for Preschools](#) document as well as [Health and Safety Guidelines for Child Care Facilities](#).

### **Job Description:**

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- Work in partnership with the classroom teacher and families to implement an early childhood environment where children will:
  - Engage in play-based, child-led learning
  - Form positive relationships with peers and adults
  - Explore, grow, and develop at their own pace
  - Experience calm, consistent, and compassionate responsiveness to needs
  - Develop a positive sense of identity and appreciation for diversity
- Adapt the classroom environment and instructional materials to meet students' needs and interests
- Provide thorough and active supervision of children at all times in the classroom, gym and during outdoor play
- Provide developmentally appropriate behavioural guidance
- Work with children individually or in small groups to develop confidence in a classroom setting, and in interactions with peers
- Support families in the pre-school
- Maintain confidentiality about children, their families and other employees
- Participate in professional development opportunities that align with the practices of Campus Pre-School
- Assist in the maintenance of a clean, safe and welcoming environment for all participants. This includes following guidelines as laid out by Alberta Occupational Health and Safety as well as Child Care Licensing.

## **Minimum Required Qualifications:**

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- Educational Assistant Certificate or Diploma from a recognized post-secondary institution
- Early Childhood Educator Certification – Level 1
- Two years prior experience within a pre-school or daycare setting
- First Aid and CPR for children training
- Updated police check with a Vulnerable Sector search
- Understanding and commitment to play-based learning and emergent curriculum

## **Preferred Qualifications:**

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- Early Childhood Educator Certification – Level 2 or 3
- Familiarity with the Alberta Flight curriculum framework
- Experience with a cooperative school model (as a teacher or parent/caregiver)
- Experience working with children and families from diverse backgrounds

## **Working Environment:**

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The Teacher Assistant is expected to actively engage with children in play and organized activities, as well as complete caretaking tasks as necessary. This may include frequent standing, walking, kneeling, lifting up to 40 pounds, and exposure to bodily fluids. As well, employees may be subject to a daily screening questionnaire and be required to follow most recent government (AHS) guidelines for self-assessment and care.

## **Hours and Wages:**

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This is a part-time position beginning September 1, 2023. A successful candidate would work 5 weekday mornings (M-F) for 3.5 hours. Employer paid wages would begin at \$19/hour but may increase to reflect experience and education levels, this does not include the ECE Wage Top-Up.

## **Application and Hiring Process:**

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Interested applicants must submit a cover letter, resume and contact information for three (3) professional references to [admin@campuspreschool.com](mailto:admin@campuspreschool.com). Applications will be accepted until May 12<sup>th</sup>, 2023 or until the position is filled.

The Campus Pre-School Hiring Committee will alert all applicants that application materials have been received. Qualified candidates will be invited to complete an interview with the hiring committee and may move on to a working interview.