



**ST. MARGARET'S
SCHOOL**

ECE Summer Coverage

ECE Educator / Assistant

Posting # 17021

Internal / External Posting

Today's Date April 10, 2017 | **Closing Date** April 21, 2017 | **Effective Date** July 4, 2017

Hours

Part-time, temporary work during summer months – July & August 2017

This is a bargaining unit position in the Professional Employees Association

Salary

\$21.45 – \$23.71/hour - with a 2-year diploma
\$17.65 – \$19.51/hour - without a 2-year diploma

Rates are depending on with or without a 2-year diploma and the candidate's years of service @ SMS

Summary

St. Margaret's School is seeking energetic and experienced Early Childhood Educators to be available this summer to provide care and education to pre-school aged children in our year-round Early Learning Program.

SMS is the first all girls' STEM school in Canada. All of the ECE staff are expected to embrace inquiry based learning with an emphasis on developing curious learners through the exploration of the natural environment. The Early Childhood Educator leads children in activities to stimulate and develop their intellectual, physical and emotional growth.

Responsibilities will include but are not limited to the following

- Interact with children in small group, large group and one to one settings by directing activities, guiding free play and assisting children in self-help skills
- Observe children for signs of learning disabilities or emotional problems and take appropriate action
- Discuss progress or concerns of children with the Coordinator and other staff members
- Follow the behaviour guidance program which emphasizes redirection and positive strategies
- Participate in preparation and clean-up of snacks and meals
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Maintain a safe, attractive and orderly environment
- Assist with playground supervision and extra-curricular activities such as field trips, music programs and other special events
- Ensure that practices and procedure to safeguard the health and safety of children are followed
- Respond to illness and injuries, including providing safety oriented first-aid care
- Maintain an open, respectful dialogue with parents and co-workers

Requirements and Qualifications include

- Early Childhood Education and Care Certificate or Diploma
- Current Early Childhood Educator License to Practice

- Undergraduate degree specializing in Early Childhood Education is an asset
- Current Safety Awareness & First Aid for Childhood Emergencies Certificate
- Proven, recent experience working with three and four year old children
- Superior communication, organization and interpersonal skills in working with colleagues and parents
- Ability to work collaboratively as part of a team
- Effective communication and problem-solving skills
- Flexible to work in a busy and dynamic environment
- Actively support the vision, mission and values of our School

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the Posting number, by **April 21, 2017** to:

Human Resources
St. Margaret's School
1080 Lucas Avenue
Victoria, BC V8X 3P7
Email: careers@stmarg.ca