



Skyview Early Learning Village

Early Childhood Educator

Location: 120 Skyview Ranch Drive NE
Employee Status: Permanent Full time
Reporting to: **Early Childhood Educator**
Date Available: April 2023
Application Closing Date: February 28, 2023
Rate of Pay: Dependent on certification

Skyview Early Learning Village is located in a new, purpose-built wing of the Generations Calgary – Care Complex. We provide an intergenerational program that allows children to positively interact with the residents along with our curriculum Flight: Alberta’s Early Learning and Care Framework.

Position Summary

Skyview Early Learning Village is currently looking for dedicated, motivated, and passionate individuals to join our team as Early Childhood Educators.

Duties and Responsibilities Include:

- Supervising the children at ALL times indoors and outdoors which includes, but not limited to, playtimes, eating times, rest areas, and during recreational activities and outdoor trips.
- Guiding the children in their physical, emotional, social, creative and intellectual development in accordance with the philosophy and needs of the children and of the centre.
- Working with a group of children, while keeping the individual needs of each child in mind.
- Supporting the successful inclusion of the child with exceptionalities, by reinforcing their social and personal skills.
- Working in a variety of climates - be prepared and dressed accordingly.
- Observing signs of ill health of the children and document the findings daily.
- Preparation of individual children’s progress reports.
- Keeping record on all the children in your care.
- Completing accident and incident reports and sharing with families.
- Completing medication forms.
- Maintaining an ongoing day to day logbook of your room.
- Ensuring daily children’s reports are completed and sent to families.
- Maintaining a professional and confidential relationship with the director, educators and parents.
- Ability and willingness to attend workshops during and after work hours if necessary.
- Maintaining a positive and bias free attitude.



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Essential Skills and Qualifications Include:

- Level 2 or 3 required
- Child Care First Aid & CPR required
- Current (within 6 months) Police Check with Vulnerable Sector Search
- Food Safety Basic
- Alberta Health and Safety Basics for Child Care Providers
- WHMIS
- Flight: Early Learning and Care Curriculum Framework knowledge

Salary and Benefits:

- Level 2 \$36,420.80 - \$38,638.83 annually plus Wage Top Up grant funding
- Level 3 \$40,040.00 - \$42,478.44 annually plus Wage Top Up grant funding
- Paid sick time and vacation time annually
- Health, dental, vision, long term disability and life insurance
- Employee Assistance Program (EAP), RRSP

Schedule:

- Day shift
- Monday to Friday
- No weekends
- **Must be available during operating hours of the centre 6:30am to 6:00 pm**

All interested applicants should email their cover letter and resumes to:
director@skyviewlearning.ca

Applicants selected for interviews will be contacted.