

## 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 Supervisor, ECE and the Manager, Family, Children & Specialized Settlement 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, Criminal Record check and Child Abuse registry check

##### 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:**

- Variety of contracts; fixed term and short term contracts
- Part-time 30 hours per week

**Commencement Date:** ASAP**Closing Date:** ongoing recruitment

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**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.**