

INTERNAL & EXTERNAL JOB POSTING

ECE Instructor Level 2

ISANS is seeking a part-time (30 hours per week) **Early Childhood Education Instructor Level 2** 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 and Specialized Settlement Services, the ECE Instructors 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 Staff will be required to rotate between sites as needed related daily activities
- Implementing and complying with ECE Centre policies and procedures
- Ensuring the safety of the children in the centre and reporting as appropriate to Child Protection
- Maintaining the upkeep and cleanliness of the toys, equipment and the centre
- Documenting (electronically) activities daily and writing required reports
- Checking regularly e-mail messages information sent to all ISANS staff
- Taking part in the annual CMAS review
- Providing information and support to parents on a daily basis
- Conducting parent-teacher interviews
- Communicating with staff and families
- Administrative duties e.g. checking NewOrg, short-term booking regularly,
- Registering children for long-term care and short-term care
- Dealing with any ECE onsite emergencies
- Communicating with the Supervisor/Manager family Children and Specialized settlement services
- Provide supervision coverage onsite when required

General responsibilities:

- Performing other duties as required
- Providing information as required for internal/external reports, proposals, grants, Children Protection, etc.
- Reviewing and adhering to ISANS workplace health and safety policies; safety is everyone's responsibility
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Attending regular staff meetings and team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events

The ideal candidates for these positions 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.

ISANS Core Competencies**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Indefinite term contract
- Part-time 30 hours per week (Monday to Friday 8:30am to 3:30pm)

Commencement Date: ASAP**Closing Date:** Thursday June 11, 2026- 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to 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.

Only those eligible to work in Canada will be considered for this position.

**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.**