



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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**Early Childhood Educator (Level 2)**  
**Full time - 37.5 hours per week**  
**Competitive salary and benefits**  
**package**

The Early Childhood Educator is accountable to the Childcare Coordinator and the Department Manager and is responsible for efficient and effective implementation of childcare activities in accordance with the National Childcare Standards, which ensures quality childcare programming to all services of the Calgary Immigrant Women's Association. This position is responsible for planning and delivering developmentally appropriate activities for children with mild to moderate disabilities.

**DUTIES AND RESPONSIBILITIES**

- Provides monthly program planning of activities for children aged 6 months to 6 years old
- Plans and implements activities to meet the physical, emotional, cognitive and social needs of the children in the program
- Demonstrates flexibility by accommodating different age groups and/or travel to various offsite locations as they arise
- Plan and create age appropriate assignments and activities using online resources to enhance development of children in all areas
- Develop curriculum to build on children's immediate interests
- Facilitate a variety of teaching techniques including but not limited to providing services through online platforms
- Takes precautions to ensure the health and safety of all children and notifies direct supervisor of any concerns
- Communicate regularly any issues of mutual concern, both verbally and in written form, with parents, coworkers, supervisors and outside resources
- Is familiar with and follows emergency procedures
- Ensures that the childcare facility and equipment are clean on a regular basis and/or when accidentally soiled; this includes cleaning of kitchen, washrooms, gym mats and common areas
- Is able to lift and carry children up to 30 lbs and/or move equipment of similar weight from storage or other rooms
- Arrives to work 15 minutes prior to program start and is able to tidy the room before leaving
- Compiles evaluations of children in care and reports to direct supervisor necessary modifications to program delivery for best practices
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager including requests for additional paid hours on a temporary basis when needed

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA

- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

## **QUALIFICATIONS**

- ECE Level 2 certificate is mandatory
- Understanding of early childhood development theories and practices
- Current Security Clearance by the City of Calgary Police Department
- Current Alberta Children's Services Intervention Record Check
- Current First Aid and CPR Certification
- Proof of up to date Tetanus vaccination and TB test
- Canadian Language Benchmarks 3 or higher, particularly in listening and speaking
- Cultural awareness and sensitivity in dealing with an immigrant population
- Computer literacy including Microsoft office

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

### **Human Resources**

Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary Alberta T2G 4Z6  
Fax: 403.264.3914  
Email: [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*