



Special Education Assistant – Early Learning

Are you energetic, collaborative and have a passion working with preschool children and their families? Do you excel in a classroom environment that focuses on play-based classroom activities as both individuals and in groups? Do you enjoy having the summer months off?

e4c is hiring a Special Education Assistant with our Early Learning division who works as part of an inter-disciplinary team to develop appropriate programming for children (ages 2.5 to 5 years) with additional needs. You will participate in case management planning and implement play-based programming according to the unique goals of children and their families that focuses on total development. This is a unique opportunity for a Special Needs Assistant or Child Development Worker to utilize their educational expertise and experience to assist diverse families and children in reaching their full potentials!

Full-time Continuous Contract: 10 months between school months of September to June (July and August summer break)

Schedule: Monday to Friday: 8:30am to 4:30pm

Why Join Our Team

- Benefits include health, dental, employer matched RRSP contributions, a robust employee assistance program, sick days, and other work related benefits.
- In-house collaborative training opportunities and supervisory coaching sessions to build knowledge, skills and tools relevant to your role and duties as a leader.
- Be supervised and mentored through observation, formal and informal coaching and overall recognition of successes in support of your professional capacity & goals.
- Connect with a variety of stakeholders – team members, residents, general public and community members to build and model positive neighbor relations.

In Your Role You Will

- Participate in case management planning and implementation that focuses on children's and families' goals' in collaboration with the inter-disciplinary team.
- Maintain ongoing interaction with children during classroom activities on an individual, small group and large group basis.
- Monitor equipment and room to ensure that safety protocols are being followed for optimum protection of participants.
- Assist all classroom staff with materials preparation and classroom clean-up, which may include photocopying, laminating, toy sanitation and preparing craft materials
- Maintain communication with classroom staff to ensure program plans are carried out consistently.
- Model correct procedures and guidelines for post-secondary practicum students, parent volunteers and others.
- Develop and maintain records and reports in order to meet program standards that include: attendance, disclosures, individual learning plans, classroom files and other appropriate documentation.

Education and Certifications

Required

- Child Development Certificate Level 1, 2 or 3.
- First Aid & CPR
- Police Check with Vulnerable Sector.
- Intervention Record Check.



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Recommended

- Trauma Informed Training
- Special Needs Assistant Certificate.
- Non-Violent Crisis Intervention Certificate.
- Ages and Stages Questionnaire (ASQ) training.

Experience

- 1+ years' experience working with children with developmental delays i.e. cognitive disabilities, speech and language delays, behavioral concerns etc.
- Equivalencies may be considered with a combination of work experience and education.
- Strong knowledge of developmentally appropriate practice.
- Experience working in a multi-disciplinary team is an asset.

Competencies

- **Inter-Disciplinary Approach** – a component which identifies 'what people need to possess and 'what they need to achieve' in the workplace'; an ethical component concerned with integrating knowledge of culture, values and social awareness into professional practice; a component that emphasizes self-reflection in action; the capability to effectively implement evidence-based interventions in the service configurations of a modern best practices; and a commitment to working with new models of professional education and responsibility for lifelong learning.
- **Teamwork** – the ability to work cooperatively and effectively with staff, colleagues, and stakeholders to achieve collective results.
- **Communication** – the ability to understand and be understood by individuals and groups using appropriate and effective communication tools and techniques.
- **Innovative** – the ability to challenge, take risks and generate new ideas to improve operations or create new opportunities.
- **Personal Effectiveness** – the ability to demonstrate skills, knowledge and an attitude that enable them to effectively carry out the job and to maintain personal health over time.
- **Integrity and Ethical Behavior** – a clear understanding of ethical and business practices.
- **Service Orientation** – an understanding of clients' needs and strives to meet or exceed expectations.

Apply

- E-mail Resume and Cover Letter to: careers@e4calberta.org

At e4c diversity is our strength. We embrace diversity and offer equal opportunities to all qualified applicants. We welcome your application regardless of origin, culture, ethnicity, age, ability, gender identity, sexual orientation or faith.

Thank you to all those apply. Only those short-listed will be contacted for an interview.