



JOB POSTING

ON-CALL ASSISTANT TEACHERS (Preschool, Jr. Kindergarten, Library and Before & After School Care (BAS))

<u>REPORTS TO:</u>	<u>POSITION GROUP:</u>	<u>STATUS:</u>
Principal of Early Childhood Education and / or Director of Educational Technology and Innovation	Non-Faculty	On-Call, Casual, Temporary

Calgary French & International School (CFIS) is a full French language immersion co-educational independent school, serving over 740 students from preschool through to Grade 12. CFIS develops each student’s individual and academic potential in an academically rigorous program that is enriched with internationally-focused learning experiences and engagement in athletics and the fine arts. CFIS values openness, inquisitiveness, and understanding of both the community and the world beyond each student’s experience, and provides its students and employees with opportunities to lead and grow in a culture of mutual respect, creativity, innovation, and critical thinking. CFIS is a caring and supportive community for its students, faculty, and staff.

Job Description:

CFIS is seeking candidates for On-Call Assistant Teacher positions for the remainder of the 2018-2019 school year. Successful candidates would be available for on-call, casual replacement of employees in our preschool, junior kindergarten, library and before and after school care programs.

Responsibilities include but are not limited to the following:

- Assist in the implementation of the daily program and instructional activities;
- Work with children in groups, small groups or individually to develop knowledge, skills, and competencies;
- Provide thorough and active supervision of students at all times, and provide developmentally appropriate behavioural guidance;
- Participate in maintaining a safe, clean, and welcoming classroom/library environment;
- Organize, shelve and repair library materials;
- Issue, renew, and discharge learning materials in collaboration with the Library Technician;
- Prepare displays and promotional materials for the library as requested;

- Support student's ongoing development and growth, in alignment with best practices in early childhood and French immersion education;
- Engage with students while providing a safe environment for the group;
- Assist with before- or after-school programming for students in preschool to Grade 6;
- Maintain professional attitudes and loyalty to CFIS;
- Maintain confidentiality about students, their families, and other employees inside and outside of the school;
- Follow directions given by Lead Teachers, Library Technicians, Coordinator of Licensing and Accreditation, Coordinator of Before and After School Programs, Principal of Early Childhood Education, and Director of Educational Technology & Innovation;
- Other relevant duties as needed.

Qualifications:

- Fluently bilingual (French and English);
- Early Childhood Education certification with a minimum of Level 1 Child Care Assistant required;
- Valid Standard Level B (Childcare) First Aid certification;
- An understanding of the emergent curriculum model.

Prior experience working with children aged 3-12 is desirable. The successful applicant will need to provide an updated Police Information Check with Vulnerable Sector Screening prior to commencing work.

Skills, Technical and Behavioural Competencies Required:

- Awareness of best practices in French immersion education;
- Awareness of licensing and accreditation requirements in early childhood programs;
- Sensitivity to the needs and feelings of others;
- Warm, friendly, positive personality;
- Ability to relate well to students and colleagues;
- Exemplary communication skills;
- Professionalism in dealing with all stakeholders;
- Interpersonal skills that foster collegiality and the common goals of CFIS mission, vision, and values;
- Demonstrated commitment to continuous learning and growth.

Salary:

As per the CFIS hourly pay grid.

Posting Closes:

The posting will remain open until suitable candidates are found. If you meet the above qualifications and wish to apply, please review the “Application Instructions” page of the CFIS website at <https://cfis.com/join-our-progressive-innovative-team>.

All applicants are thanked in advance for their submissions.