



## **JOB POSTING**

### **BEFORE-AND-AFTER SCHOOL PROGRAM LEADER** *(Kindergarten to Grade 6)*

<b><u>REPORTS TO:</u></b>	<b><u>POSITION GROUP:</u></b>	<b><u>STATUS:</u></b>
<b>Principal of Early Childhood Education</b>	<b>Non-Faculty</b>	<b>Part-Time, Probationary</b>

Calgary French & International School (CFIS) is a full French language immersion co-educational independent school, serving over 750 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 a part-time Before-and-After (BAS) Program Leader position for the remainder of the 2018-2019 school year. Responsibilities include but are not limited to the following:

- Plan, lead and implement before-and-after-school programming for students in Kindergarten to Grade 6. Programming is driven by students’ interests, and may include:
  - *Arts activities (visual arts, dance, drama, music);*
  - *Athletic activities (team & individual sports, yoga, etc);*
  - *Outdoor play & exploration;*
  - *Dramatic play;*
  - *Homework time;*
  - *Literacy activities;*
  - *Leadership and philanthropy;*
  - *Science experiments and exploration;*
  - *Robotics, coding & programing;*
- Engage in active supervision of students at all times;
- Provide developmentally appropriate behavioural guidance;
- Participate in maintaining a safe, clean, and welcoming environment;
- Maintain Alberta Child Care Licensing Standards at all times;
- Collaborate with BAS team members for program development;
- Support children’s ongoing development and growth through best practices in educational and recreational programming, in alignment with CFIS’s mission, vision and values;

- Maintain professional attitudes and loyalty to CFIS;
- Participate in professional workshops or courses;
- Maintain confidentiality about children, their families, and other employees inside and outside of the school;
- Follow directions given by Coordinator of Before and After School Care Programs, Coordinator of Licensing and Accreditation, Principal of Early Childhood Education, and Principal of Elementary;
- Other duties as needed.

**Qualifications:**

- Level 2 Child Care Assistant or Level 3 Child Care Supervisor certification is required;
- Valid CPR & First Aid Certification;
- Spoken and written French and English are preferred, English is required;
- Experience leading educational and/or recreational programming and activities for groups of children.

Prior experience working with children aged 5-12 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 licensing requirements for Out of School programs;
- Sensitivity to the needs and feelings of others;
- Warm, friendly, positive personality;
- Ability to relate well to children, parents and colleagues;
- Professionalism in dealing with all stakeholders;
- Interpersonal skills that foster collegiality and blend with CFIS’s values; and
- Demonstrated commitment to continuous learning and growth.

**Hours:**

- The shift for this position is from 2:45 p.m. - 5:45 p.m. on school days, with the possibility of additional hours on an on-call basis and on professional development days.

**Salary:**

- As per CFIS Hourly Pay Grid.

**Posting Closes:**

The posting will remain open until a suitable candidate is 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.