



Al Rashid Child Care Society

12654 151 Ave – T5X 0A1

Tel 780-244 0452

JOB DESCRIPTION

POSITION: Early Childhood Educator lev. III
RESPONSIBLE TO: Program Director, Program Supervisor
QUALIFICATIONS: **LEV III**
LOCATION: Edmonton Islamic Daycare, 12654-151 Ave, Edmonton AB T5A4X5

EDUCATION: Degree in Elementary Education, Diploma in Early Childhood Education. Consideration will be given to Lev II expressing the willingness to acquire lev III certification.

EXPERIENCE:

- Supervisory and administrative experience are a definite asset.
- 1 Year experience in supervision of children 0-12ys of age.
- Able to supervise children in care during activities and provide a safe environment.
- Experience in planning activities that are age and developmentally appropriate.
- Display sound judgement and leadership skills. Experience in Out of School care is a must.
- Able to walk / drive children to and from bus-stop, to field trips, parks.
- Able to work under pressure and maintain a positive attitude.
- Have an interest in physical activity.
- Display dependability, flexibility, creativity, initiative.
- Strong verbal communication skills
- Strong commitment to an enriched child care program.
- Completion of the Flight model.
- The Lev III ECE will be supervising practicum students.
- Children and Lev I and Lev II working in the same room.
- Maintain accurate records, update information, ensure the environment is always clean and responsive to the needs of the children.
- Maintain Licensing, Health and Fire regulations.
- Assist the Assistant Director in administrative duties and take charge during the absence of the Assistant Director.
- Promote and maintain communication with staff, parents and guests.
- Maintain an organized list of supplies and equipment that are needed, update the storage supply according to planned activities.
- Support the Assistant Director when required, in maintaining relations with stakeholders and members of the community.

Please send your resume and cover letter to HR@alrashidmosque.ca