

**Job Description: Spanish Before Care/After Care Program Educator****Reports To:** Principal**Location:** Acton Academy Calgary Central

**Position Summary** Are you passionate about inspiring young minds? Do you dream of shaping the foundation of an innovative, learner-driven school as a founding educator? Acton Central is seeking a passionate Spanish Before Care/After Care Program Educator to play a vital role in supporting the development and well-being of children by providing a safe, engaging, and enriching environment before and after school hours. This position requires a split shift and will involve overseeing the children during both morning and afternoon care sessions, as well as during school closures. The specialist will implement enrichment programming in a camp-style format, including arts and crafts, games, sports, and other recreational activities, all while encouraging the use of the Spanish language in a natural, immersive setting.

**Purpose:** The Spanish Before Care/After Care Educator's primary purpose is providing a safe, engaging, and enriching environment before and after school hours in the Spanish language. The specialist will implement enrichment programming in a camp-style format, including arts and crafts, games, sports, and other recreational activities.

**Key Responsibilities**

- **Before Care & After Care Supervision:** Provide supervision and care to students before school, after school, and during designated school breaks or closures (not including statutory holidays), ensuring their safety and well-being at all times.
- **Enrichment Programming:** Develop and implement fun, interactive, and educational activities that align with the camp-style theme, focusing on Spanish language, arts and crafts, physical games, sports, and creative play.
- **Spanish Immersion Environment:** Facilitate an immersive Spanish language environment by incorporating Spanish into daily activities, games, and routines, encouraging students to practice language skills in a natural and engaging way.
- **Collaboration with School Staff:** Work closely with other teachers and staff to ensure the needs of each child are met and that the before/after care program aligns with the school's mission and educational goals.
- **Parent Communication:** Build positive relationships with parents, providing updates and feedback regarding their child's participation and progress in the program.
- **Maintaining a Safe Environment:** Ensure the safety of all children by adhering to school policies, supervising activities, and managing student behavior in a positive, respectful manner.
- **Special Events and Holiday Camps:** Lead special enrichment programming during school closures, holidays, and breaks, offering additional camp-style activities that enrich students' learning experience outside of the traditional school day.

## **Qualifications**

### **Education and Experience**

- Valid Early Childhood Educator Certification Level 2 or 3 required; or Alberta Teaching Certificate (Interim or Permanent Professional Certificate) required.
- Fluency Proficiency in Spanish, both spoken and written, is strongly preferred.
- Previous experience working with children in an educational or recreational setting, preferably in a Spanish immersion environment.
- Ability to create and lead dynamic, engaging activities that foster creativity, teamwork, and language development.
- Strong communication and interpersonal skills, with the ability to work well with students, parents, and school staff.
- Ability to work flexible hours (3:00-6:00pm Monday through Thursday; and 12:00-6:00pm on Fridays); and 7:30am-8:30am Monday through Friday also.
- CPR and First Aid certification (or willingness to obtain upon hire) is preferred.
- Familiarity with Acton Central's philosophy and guide practices is an asset.

### **Key Terms of Employment**

- Reports directly to the Principal.
- Competitive salary.
- Adheres to Alberta labour laws and standards for early childhood education.

### **How to Apply:**

If you are ready to inspire and guide young learners on their educational journey, we invite you to apply. Please submit your cover letter and resume via email to [HR@actoncentral.org](mailto:HR@actoncentral.org). For additional information about Acton Academy Calgary Central, visit our website at [www.ActonCentral.org](http://www.ActonCentral.org).