



Job Description: Supply Teacher/ECE

Position Title: Supply Teacher/ECE

Reports To: Principal

Location: Acton Academy Calgary Central

Position Summary Are you passionate about creating engaging learning experiences and supporting young learners on their educational journey? Acton Central is seeking flexible Supply Teachers or ECEs to step in to support our learning environments when regular Guides (teachers) are absent. This role involves facilitating learning experiences, maintaining a respectful and engaging studio culture, and supporting learners in developing independence, critical thinking, and collaboration skills. The ideal candidate is adaptable, nurturing, and aligned with Acton Central's philosophy of self-directed education and Socratic guidance.

Purpose: The purpose of the Supply Teacher/ECE position at Acton Central is to ensure continuity of care and learning in the absence of a regular Guide (teacher). The Supply Teacher/ECE upholds the integrity of our learner-driven environment by fostering a calm, respectful, and purposeful studio culture. They support learners by guiding discussions, encouraging self-direction, and maintaining daily routines in alignment with Acton's educational philosophy.

Key Responsibilities

- **Maintain a safe, respectful, and learner-driven environment** in alignment with Acton Central's philosophy.
- **Follow established studio routines** and systems to provide continuity and structure during the Guide's absence.
- **Facilitate learning activities** by encouraging critical thinking, collaboration, and independent problem-solving.
- **Support learners in setting goals, managing their time, and reflecting on their progress.**
- **Use Socratic questioning** to guide discussions and support deeper thinking without giving direct answers.
- **Manage group dynamics and conflict** using positive guidance, restorative practices, and clear boundaries.
- **Communicate effectively with staff** regarding the day's events, learner concerns, or studio needs.
- **Demonstrate flexibility and adaptability**, stepping into a variety of studio levels and age groups as needed.
- **Model respectful communication and a growth mindset**, fostering a positive and inclusive studio culture.

Qualifications

Education and Experience

- Proven experience working with children.



- Familiarity with Acton Academy's philosophy and guide practices (preferred).
- Background in coaching, entrepreneurial pursuits, facilitation, or relevant certifications is an asset.
- Registered Early Childhood Educator and/or Alberta Teaching Certificate (preferred).
- Knowledge of human behavior, individual differences in ability, personality, and interest, as well as principles of learning and motivation is an asset.

Skills and Attributes

- Strong classroom management skills with the ability to maintain a calm, focused, and respectful environment.
- Excellent communication skills, both verbal and written, to connect effectively with learners and staff.
- Adaptability and flexibility to step into different studio environments and age groups with ease.
- Empathy and patience, with a genuine interest in supporting children's growth and development.
- Confidence in guiding rather than instructing, using open-ended questions and a facilitative approach.
- Strong organizational skills to manage routines, track tasks, and uphold expectations during transitions.
- Collaborative mindset and willingness to work closely with the Acton Central team.
- Quick learner who can understand and implement studio systems, structures, and values.
- Problem-solving abilities to respond thoughtfully to unexpected challenges or student needs.
- Commitment to learner autonomy and respect, with the ability to step back and let learners lead.

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. For additional information about Acton Academy Calgary Central, visit our website at www.ActonCentral.org.