

Job Description: Early Childhood Educator for In Between Sessions and PD Days

Position Title: Early Childhood Educator for In Between Sessions and PD Days

Reports To: Principal

Location: Acton Academy Calgary Central

Position Summary Acton Central is seeking a caring and enthusiastic Early Childhood Educator to support learners during in-between session care and Professional Development (PD) Days. This role focuses on providing a safe, nurturing, and engaging environment for children when regular programming is not in session. The ECE will plan and facilitate age-appropriate activities, supervise indoor and outdoor play, and uphold the values of respect, independence, and creativity central to our learner-driven approach. This is an ideal opportunity for an educator who thrives in flexible, play-based environments and enjoys fostering meaningful relationships with young children.

Purpose: The purpose of the ECE position at Acton Central is to ensure continuity of care and learning in the absence of a regular Guide (teacher). The ECE will implement enrichment programming in a camp-style format, including arts and crafts, games, sports, and other recreational activities.

Key Responsibilities

- **Maintain a safe, respectful, engaging environment** in alignment with Acton Central's philosophy.
- **Follow established studio routines** and systems to provide continuity and structure during the Guide's absence.
- **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.
- **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.

Schedule

- October 14-17, 2025
- November 10, 2025
- December 29-31, 2025
- January 2, 2026



- February 11-13, 2026
- February 17, 2026
- March 23-27, 2026
- May 19-22, 2026
- June 29-30, 2026
- Summer camps, if interested (but not required).

Qualifications

Education and Experience

- Registered Early Childhood Educator Level 2 or 3 required.
- Proven experience working with children.
- Familiarity with Acton Central's philosophy and guide practices (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 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.
- 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.