

**Job Description: After School Care Educator**

**Position Title:** After School Care 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 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 after school hours.

This position will involve overseeing the children during 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.

**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), always ensuring their safety and well-being.
- Enrichment Programming: Develop and implement fun, interactive, and educational activities that align with the camp-style theme, such as arts and crafts, physical games, sports, and creative play.
- Collaboration with School Staff: Work closely with other teachers and staff to ensure the needs of each child are met and that the 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.

**Qualifications****Education and Experience**

- Valid Early Childhood Educator Certification Level 2 or 3 required; or Alberta Teaching Certificate (Interim or Permanent Professional Certificate) required.
- Ability to work 2:30-6:00pm Monday through Thursday; and 12:00-6:00pm on Fridays).
- Previous experience working with children in an educational or recreational setting.
- 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.
- CPR and First Aid certification (or willingness to obtain upon hire) is preferred.
- Fluency Proficiency in Spanish, both spoken and written, is an asset.
- Familiarity with Acton Central's philosophy and guide practices is an asset.



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**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).

