

# **SIGN – The Society for the Involvement of Good Neighbors**

**Invites applications for 1 (One) full-time temporary**

## **Early Childhood Educator**

**For the period July 2, 2019 to August 30, 2019**

SIGN is a family and community service agency, which develops and delivers services to enhance the quality of life for individuals and groups in the Yorkton area. The SIGN Early Learning Centre is looking for a temporary Early Childhood Educator who is passionate and driven to inspire early childhood development, learning and care. This is a temporary full time position commencing as soon as possible.

Under the direction and guidance of the Early Learning Centre Director and/or Early Learning Centre Assistant Director, the Early Childhood Educator will provide supervision and assume responsibility for leadership of the best practices within Early Childhood Development. To be able to implement policies and procedures that are developmentally age appropriate to enhance the children growth. Provide a positive working relationship and communication with parents, staff and community partnerships.

Duties Include:

- Ensure that safe work practices are being followed
- Record and report pertinent information concerning the children as set out by policy including any accidents, illnesses, or unusual occurrences
- Maintain an orderly and clean environment ensuring the safety of the children at all times
- Assist the children in the daily activities of the center by providing encouragement and support to all the children
- Take an active part in training or professional development activities to improve knowledge and skills
- Be aware of and implement all emergency procedures and policies as outlined in the policies and procedures
- Conduct additional reporting as required
- Responsible for reporting to the SIGN Early Learning Centre Director and/or the Early Learning Centre Assistant Program Manager anything relating to the families and children
- Ability to plan developmentally appropriate programming for children ages 18 months to 5 years of age which embraces the vision of "Play and Exploration"

Qualifications:

- All persons with training in Early Childhood will be considered and preference will be given to those who have ECE I, ECE II, or ECE III certification and/or experience in an Early Childhood setting
- Clean criminal record and vulnerable sector check
- Valid CPR and First Aid "C" (If not current, willing to update or obtain)
- Available to work a variety of hours (7am – 6pm Monday –Friday)

Send resumes with covering letter complete with at least 3 references to:

Patricia Kennedy, Acting Program Manager  
83 North Street  
Yorkton, SK S3N 0G9  
Phone: (306) 782-8808  
Fax: (306) 786-7116  
Email: [elc@sign-yorkton.org](mailto:elc@sign-yorkton.org)

Closing date for applications is 5 pm, April 30, 2019. Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.