



## Airdrie Christian Academy

*Whatever you do, do it all for the glory of God.*  
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

### JOB POSTING

#### Out of School Care Supervisor Substitute Position (CASUAL)

Substitute OSC Supervisors are called to substitute teach on a casual, as-needed basis. We require you to be available through telephone and text.

#### Duties:

- Setting up classroom materials and planning activities for OSC Program
- Work cooperatively as a member of the childcare team
- Provide effective supervision in the OSC Program
- Daily record keeping of attendance, allergy, medication, cleaning
- Administration (forms, communication to parents)

#### Qualifications/Conditions:

- Early Childhood Educator Certificate (Level 1, 2 or 3)
- Work well with a team
- Developed leadership skills
- Strong communication skills (verbal and written)
- Strong organizational skills
- Must have a police record check with vulnerability screening on file prior to starting employment
- Must align with the mission and vision of ACA

**Hours of work (approx.): as called in**

**Hours the program is open: Monday -Thursday 3:15 pm – 5:45 pm and 2:15 pm – 5:45 pm on Friday (approx. 12.5-15 hours per week)**

#### Compensation:

Based on Experience and Education

Salary range \$16-18/hour plus the Alberta Childcare Top up of \$2-6 per hour depending on certification.

#### Deadline for applications:

Open

Please e-mail resume to our HR department: [humanresources@airdriechristian.com](mailto:humanresources@airdriechristian.com) or through our website at <https://www.airdriechristian.com/career-opportunities.html>.

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.