

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition #283

Before and After School Care Program Coordinator

St. Michael's School

4.5 hours per day/22.5 hours per week
(7:00-8:30 am & 2:30-5:30 pm)

Start Date: September 3, 2019

End Date: June 26, 2020

Closing Date for Applications: August 21, 2019 @ 12:00pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

St. Michael's School has a student population of approximately 160 students (Grades K-6; including ELP - Early Learning Program). St. Michael's School is a Fine Arts focused School.

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students of St. Michael's School.

The successful candidate must:

- Supervise program workers and overall running of the day to day duties of the Before and After School Care Program
- Work closely with the School Administration and School Administrative Assistant
- Direct child care for Kindergarten to Grade 6 ages
- Provide a safe, proactive and supervised environment
- Work closely with The Medicine Hat and District Child Care Association and the Government of Alberta Licensing Officer to ensure compliance in all areas of the program.

Qualifications and Skills:

- Possess Child Care Certificate Level II
- Positive attitude, enthusiastic and engaging; comfortable with students
- Flexible, responsible person who can adapt to change
- Excellent interpersonal skills with an ability to communicate with school staff, students, and parents
- A current Criminal Records Check and Alberta Child Services Record Intervention Check will be required
- Valid Standard First Aid and CPR Certificate
- Knowledge of Microsoft Office applications would be an asset

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the District, will undertake to follow, both in and out of your employment with the District, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mrs. Shannon English, Principal at (403) 527-7242.

Please indicate interest by forwarding a current resume, cover letter including competition # and application form to:

Human Resources
Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhce.ab.ca

Support Staff Applicant: A Support Staff Application form must accompany your resume and cover letter and can be found online under Human Resources/How to Apply at www.mhce.ab.ca or can be picked up at the board office.

Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

We thank all those that apply. Only those selected for an interview will be contacted.
Great Schools – Fantastic Staff – Exceptional Programming