



CAREER OPPORTUNITY

Position Type	Teacher Intern
Contract	Temporary
Dates	August 24, 2018 - June 29, 2019
School Name	Rundle College, Collett School
Posted	September 6, 2018
Closing	Open until filled

Rundle College

The Collett School of Rundle College is a program for students from Kindergarten to grade 6. The program follows the Alberta Education curriculum and is enriched at each level to support the development of our students socially, emotionally and academically.

Academic class size is capped at 14 students per class allowing the teacher to provide lots of opportunity to work with their students one on one. The culture of Rundle College focuses on developing character and citizenship through ample opportunities to become involved in volunteerism and leadership.

Position Description

Rundle College, Collett School is seeking an energetic, empathetic, flexible, tech-savvy individual for this one-year school teacher intern position. A letter of application accompanied by a resume and the names of two referees can be forwarded to Mr. Ron Clark, Principal, Grade 4 - 6 program (clark@rundle.ab.ca) by August 20, 2018.

Job Description

The faculty intern will be responsible for covering classes for faculty who are away; being active in the co-curricular program; and assisting with special projects across the school.

Faculty interns perform their duties in a manner that fosters learning and meets the legal obligations and responsibilities of the School Act, Rundle College Society policies, and Occupational Health and Safety regulations and procedures. A faculty intern's actions must align with the mission, vision, and values that permeate Rundle's culture.

Duties and Responsibilities

Faculty interns must:

- Provide instruction competently to students by following the directions of the faculty.
- Teach only the courses of study and education programs prescribed by Alberta Education.
- Encourage and foster learning in students.
- Evaluate students when requested by faculty and report the results of the evaluation to the students and the students' parents when necessary.
- Maintain, under the direction of the Principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the Board.
- Carry out those duties that are assigned to by faculty or the Principal.

In addition, faculty interns:

- Meet with other professionals to discuss individual student needs and progress.
- Organize and direct the work of teacher assistants and parent volunteers.
- Supervise students, including co-curricular activities.
- Attend meetings, seminars and professional development sessions.

Skills and Abilities

- Strong interpersonal and communication skills.
- A genuine interest in students and respect for their individuality.
- The ability to be creative, imaginative, patient, energetic, organized and resourceful.
- The ability to establish rapport with students and parents.
- Strong leadership and teamwork skills.
- A clear speaking voice and the ability to convey confidence.
- Positive conflict resolution skills and the ability to handle stress well.
- Class 4 driver's licence is an asset.

Qualifications

- The minimum qualification required to teach is four years of post-secondary education leading to a Bachelor of Education (B.Ed.) degree.
- Faculty must have, or be in the process of actively acquiring, permanent certification with Alberta Education.