Fort Chipewyan
Community Daycare
& Headstart

EMPLOYMENT OPPORTUNITY – Special Education Assistant – ECE Level One

Staffing Process Number: ACFN-2026-026

The Fort Chipewyan Community Daycare is seeking two (2) qualified candidates for a, **full-time Special Education Assistant & Early Childhood Educator** position.

- Two (2) Special Education Assistant, full-time roles; 40 hours per week.
- These positions are local to **Fort Chipewyan, AB**.

Interested? Email your cover letter and resume in confidence to HR@acfn.com
Closing date: November 30, 2026, by 5:00 p.m.

GENERAL REPSONSIBILITIES:

- Provide individualized support to children with Autism and other diverse needs.
- Develop and implement individualized learning and support strategies based on each child's strengths and needs.
- Assist children with communication, social interaction, emotional regulation, behaviour, and daily routines.
- Use positive behaviour support strategies and proactive approaches to encourage appropriate behaviour.
- Support children during classroom activities, outdoor play, meals, transitions, toileting, and other daily routines.
- Implement visual schedules, sensory supports, communication tools, and other accommodations.
- Help create and maintain individualized support plans in collaboration with families and professionals.
- Observe and document children's progress, behaviour, developmental needs, and successful strategies.
- Other duties as assigned, and as required.
- **Full Position Description available upon request.**

QUALIFICATIONS:

- Diploma in Special Education or Behavior Management, or an equivalent combination of education (ECE Level 1), training, and three to five (3-5) years of experience in a related industry may be considered as an alternative to a diploma.
- Early Childhood Educator Certification; Level 1 or relevant training and experience.
- Experience working with children with Autism and/or diverse developmental needs is an asset.
- Knowledge of positive behaviour support strategies.
- Ability to remain calm, patient, compassionate, and professional in challenging situations.
- Strong communication and teamwork skills.
- Ability to build positive and trusting relationships with children and families.
- Training in Autism, behaviour support, communication strategies, or sensory support is preferred.
- Vulnerable Sector Check is a requirement.
- A valid Class 5 Driver's Licence; and own or access to a reliable vehicle.

Mahsi chogh to all who apply, but only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given Indigenous People.