

Katzie First Nation Health Services

Employment Opportunity

Position: Preschool ECE

Temporary Maternity leave January 2016-December 2016

Hours: Part –Time (21 hours/week)



Position Summary:

Katzie First Nation Preschool is a holistic program that meets the individual needs of the children spiritually, intellectually, physically, cognitively and emotionally. With activities that are enhanced by Helqeminem language. Under the direction of the Katzie First Nation Manager of Early Childhood Education/Head Start Coordinator the ECE delivers developmentally appropriate activities for the Preschool Program. The preschool ECE will promote parents as a child's most important teacher and instill a love of life-long learning.

Duties and Responsibilities:

- Ensure Katzie First Nation Preschool Program is delivered in a professional, ethical and efficient manner maintaining the highest standards possible
- Coordinate, assist and facilitate with program curriculum
- Keep an inventory of program supplies
- Keep a record of activities, menus, attendance for reports
- Prepare monthly progress reports and attendance of programs and submit to Headstart Coordinator by the 4th Thursday of each month
- Attend monthly staff meetings
- Prepare work plans annually to reflect the vision of Katzie First Nation Strategic Plan in accordance with Headstart coordinator
- Prepare monthly information for Newsletters (given to Headstart coordinator for compilation)
- Prepare weekly lesson plans
- Collaborate and liaise with outside agencies
- Facilitate a Licensed Pre-school program
- Coordinate and facilitate fieldtrips and special events in collaboration with Headstart coordinator
- Set up, take down and cleanup programs
- Prepare weekly program snacks
- Ensure programs provide parental involvement, and community support
- Ensure program compliance with all legal requirements, including Child Care Facilities Licensing Regulations
- Ensure children develop peer relationships and social behavior while supporting a child's resilience

Skills and Experience:

- College or University Certification in Early Childhood Education, and combination work experience
- Previous experience Supervising Staff and Volunteers
- Food Safe Certificate an asset
- Valid First Aid and Infant and Child CPR certification
- Three to Five years' experience facilitating children's programming

- Experience in working with professionals from other programs and with external professional resource people
- Ability to develop and maintain trusting, supportive relationships with children and families
- Ability to work effectively along and with co-workers
- Knowledge of First Nations language, culture and traditions
- Knowledge of the resources of the community
- Ability to refer parent(s) legal guardian (s)/extended family to appropriate resources
- Coordinate the process for the professional assessment of children, including initial screening, ongoing developmental and specialized assessments, to determine if a challenge or special need exists
- Effective interpersonal skills
- Effective communication skills in writing and speaking
- Ability to work within an interdisciplinary team of staff and parent(s) legal guardian(s) extended family to develop and implement an individual plan for each child with special needs
- Ability to work closely with community resources to ensure the coordination of services
- Experience working with First Nations children and families
- Good organizational skills
- Open to learning and taking direction
- Satisfactory Criminal Records Check
- Valid Class 5 Drivers License and reliable transportation an asset
- Excellent planning and organizing skills including menu planning

CLOSING DATE FOR APPLICATIONS: On going until position is filled

Term of Employment: January 5,2016 – December 16, 2016