

Katzie First Nation Education Services



Employment Opportunity

Position: ECE (Early Childhood Educator)

Hours: Full-Time (35 hours per week)

Position Summary:

Katzie First Nation Early Years Centre 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 3/5 Program. The ECE will promote parents as a child's most important teacher and instill a love of life-long learning.

Duties and Responsibilities:

- Facilitate a Licensed 3/5 year old program
- Ensure Katzie First Nation ECE 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 and keep detailed records of attendance.
- Attend monthly staff meetings
- Prepare work plans annually to reflect the vision of Katzie First Nation Strategic Plan in accordance with the ECE Manager.
- Prepare monthly information for Newsletters (given to ECE Manger no later than the 2nd week of each month for compilation)
- Prepare weekly lesson plans cooperatively with your team, and keeping to emergent/experiential learning style.
- Collaborate and liaise with outside agencies as per request of Management
- Coordinate and facilitate special events in collaboration with ECE Manager, EYC team in all programs. Fieldtrips 3 times per year
- Set up, take down and cleanup programs
- Prepare documentation boards for families.
- Keep all areas of your classroom clean and tidy at all times.
- Ensure programs provide parental involvement, and community support
- Ensure program compliance with all legal requirements, including Child Care Facilities Licensing Regulations
- Keep all happenings confidential as per confidentiality agreements with Katzie First Nation.
- Understand and abide by center policies with regard to cellular device usage and information sharing.
- Ensure children develop peer relationships and social behaviors while supporting a child's resilience, emotional and physical needs to explore in their unique ways of being.

Skills and Experience:

- College or University Certification in Early Childhood Education, and combination work experience

- Food Safe Certificate an asset
- Valid First Aid and Infant and Child CPR certification
- Satisfactory Criminal Records Check
- Valid Class 5 Drivers License and reliable transportation an asset
- Previous experience Supervising Staff and Volunteers * required for lead ECE position.
- Three to Five years' experience facilitating children's programming, preferred
- 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 or the desire to learn about First Nation Culture and traditions.
- Ability to respect our cultural practices on reserve and to take direction from cultural leader's when required.
- 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
- Excellent planning and organizing skills including menu planning

Start date for Employment: _____

Name print

Sign

Date

Hiring name print

Sign

Date