



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Registered Early Childhood Educator
Location:	BINOJIIINH KINOOMAAGE-GAMIK Early Years Centre
Accountability:	Education Manager/Director of Operations
Employment Status:	Full-Time
Hours of Work:	Administration Hours (8:30am-4:30pm)
Tentative Start Date:	ASAP

Position Summary

Sheguiandah First Nation is seeking a motivated individual to fill a fulltime position as a Registered Early Childhood Educator. The RECE is responsible for the administration and delivery of the programs and services. Under the supervision of the Daycare Manager and/or Education Director, the RECE works directly with and takes responsibility for the children and their parents to implement the approved programs of education and care.

Duties and Responsibilities

- Plans, implements and evaluates developmentally appropriate activities and experiences that reflect the culture, heritage and language of the community.
- Ensures that elders are included in the curriculum.
- Develops material relating numeracy, alphabets, and words that reflect the community
- Ensures that programs are in accordance with Ministry of Education/Child Care Early Years guidelines.
- Individualizes the curriculum.
- Evaluates program and development of individual children.
- Provides supervision of the children and implements program plans on a daily basis.
- Plan and lead educational activities and lessons like story time, making music and crafts.
- Implements and fosters Native Culture through Native language expression, storytelling and creative activities.
- Prepare reports on students for supervisor and document behavioral and learning concerns.
- Communicate with parents about the programs, lessons, problems and student progress.
- Encourages guidance of children's behavior that encourages positive self-concept.
- Maintain safe, clean facilities and teach children rules of safe conduct.
- Encourages positive communication with parents.
- Contributes to the ongoing operation of the centre.
- Ensures positive communication with families.
- Is familiar with the Child Care and Early Years Act and Regulations.
- Other duties as assigned.

Qualifications

- Registered with the College of Early Childhood Educators, in good standing.
- Required to have a current First Aid and CPR certificate.
- Experience working with children, families, elders, community and staff in a team environment.
- Ability to empathize with the children and interact with them in an educational, friendly and gentle manner.
- Must possess excellent interpersonal and communication skills.
- Must have excellent computer skills and knowledge.
- Ability to prepare written and verbal reports to Supervisor.
- Ability to work under pressure and stressful situations and multi-task as required.
- Must possess a valid driver's license with access to a reliable vehicle.
- Maintain confidentiality.
- Knowledge of Sheguiandah First Nation organization, and buildings.
- Fluency in Anishinabemowin or willingness to learn.
- Must provide a current (30 day) VSS and must be original or certified copy.



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Vulnerable Sector Screening Check (VSS) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Individuals employed are required to have a clear record of any changes and convictions relating to any abuse, assault, neglect and theft and any alcohol and/or drug related offences as these individuals may word directly or indirectly with vulnerable clients. The VSS must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: RECE

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.