CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Registered Early Childhood Educator

Band Member Preferred

Program:	Education – Childcare Centre
Reports To:	Childcare Centre Supervisor
Term of Employment:	Regular – Full-time Permanent
Wage:	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education
Hours of Work:	37.5 Hours per week

JOB PURPOSE

Reporting to the Childcare Centre Supervisor, the Registered Early Childhood Educator works closely with all Employees to plan and develop age-appropriate programs to enhance the cognitive, physical, social, and emotional development. The Registered Early Childhood Educator works to build and maintain positive and professional relationships with staff, the children, families, and others.

KEY DUTIES AND ACCOUNTABILITIES

Plan and implement curriculum activities while ensuring health and safety:

- Responsible for supervision/management of classroom/play areas by ensuring the safety and physical well-being of the children
- Plan and deliver weekly program plan according to the Child Care and Early Years Act. Including a wide variety of social, creative, emotional, intellectual, and physical activities to meet the child's overall needs
- Documenting and relaying information as instructed
- Promoting positive feelings and self esteem
- Assist with over all cleaning and maintenance of toys, equipment, and spaces
- Ensure supplies and areas are being used safely and sensibly
- Ensuring rooms are within staff to child ratio
- Responsible for administering minor first aid and recognizing when professional help is required
- Report any cases of accident, injury, suspected abuse/neglect, behaviour problems to Supervisor
- Follow internal policies and procedures as outlined
- Ensure Childcare Centre guidelines are followed as set by the Ministry of Education and Grey/Bruce Health Unit

Other duties

- Cleaning and sanitizing of toys and equipment according to guidelines
- Build and maintain relationships with children, guardians, and other internal and external stakeholders
- Preparing for new child entry (ie. assigning locker, labelling, etc.)
- Ensuring items are stocked and inform Supervisor when items/supplies are needed
- Organize space, equipment, and materials on a regular basis
- Attend professional development, workshops, meetings, and special functions as directed
- Conduct inventory twice per year
- Other duties as assigned by Supervisor

REQUIREMENTS

Education and Experience:

- College Diploma in Early Childhood Education or Native Early Childhood Education with one-year relevant experience
- Knowledge or experience with First Nation and Indigenous groups

Knowledge, Skills & Abilities:

- Understanding the importance of Health and Safety to take all reasonable precautions to ensure the safety of self, co-workers, students and others in contact with
- Competent with computers and Microsoft software (Word, Excel, etc.)
- Excellent organizational skills

Designations, Licences & Requirements:

- Current member in good standing of the College of Early Childhood Educators
- Valid CPR and First Aid and WHIMIS
- Acceptable Criminal Record and Vulnerable Sector Check
- Current immunization record, medical assessment and T.B. test if employment is offered

PROBLEM SOLVING & COMMUNICATION

- Excellent verbal and written communication skills for working with your team, children, guardians, and others, as well as for filing records and keeping up to date daily logs
- Strong conflict resolution skills and ability to handle and effectively react to different behaviour styles of children
- Responsible for attending behaviour management, weekly meetings to problem-solve negative behaviours within the children

DECISION MAKING & IMPACT

- Accountable for planning programs that will influence and affect children, their families, and the community at large
- Excellent observation skills required to create a curriculum based on current interests of children
- Reports to Child Care Centre Supervisor for high level decision making

WORKING CONDITIONS

1. Physical Demands- This position requires incumbent to stand for long periods of time, some crouching/kneeling, leaning, bending over, and lifting of various objects up to 40 pounds. Must be able to keep up with the children.

2. Environment- Moderate exposure to outside encountering adverse weather conditions, safety hazards and temperature extremes. Minimal exposure to potential hazards within the childcare centre (ie. Cleaning supplies).

3. Mental Effort- This position is based in a fast-paced environment. Continuous periods of quick thinking for frequent handling of difficult situations that some may find stressful.

4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name	**Employee Signature**	**Date**
Supervisor Name	**Supervisor Signature**	**Date**