



Employment Opportunity

Early Childhood Educator

Reporting To: Director of Education

Overview:

Wahta Mohawks requires an Early Childhood Educator (ECE) to be responsible for guiding and instructing children, from infancy to school age, in a variety of educational subjects and life skills. Subjects and life skills include music, art, social science, Mohawk culture, physical activity, personal hygiene, and healthy eating. In addition, the ECE will assist children with nurturing developmental and cognitive skills such as physical, mental, and social development. The ECE supervises activities, such as field trips, group discussions, and dramatic play acting, to stimulate students' interest in and broaden understanding of their physical and social environment. She/he fosters cooperative social behaviour through games and group projects to assist children in forming satisfying relationships with other children and adults.

Key Duties and Responsibilities:

1) Technical Functions:

- Manage and operate programs geared to Preschool and After school
- Develop and deliver age-appropriate programs.
- Supervise, guide, and assist children in daily activities.
- Provide a safe and happy environment.
- Record necessary information pertinent to each child.
- Ensure activities adhere to the governing childcare policies.
- Maintain equipment and assist in housekeeping duties.
- Read each individual child's files in his/her class and be knowledgeable about his/her medical and developmental histories when applicable.
- Observe children to detect signs of ill health or emotional disturbance, and to evaluate progress.
- Interact with infants and children to encourage their involvement in activities.
- Provide a warm, safe, and caring environment that is kept orderly, clean, and appealing.
- Plan, prepare, and implement daily activities (indoor/outdoor) as they relate to the curriculum.
- Select books, equipment and other instructional materials appropriate for the early childhood program.

- Collaborate with Director of Education in preparing and delivering programming to the community pursuant to the Family Well-Being Program (i.e., organizing presentations, workshops, family-based activities, etc.)
- Participate in team planning sessions with all project staff to ensure well-coordinated and effective delivery of project services to meet program objectives.
- Maintain strict confidentiality and promote an atmosphere in which parents/guardians are provided encouragement and support in meeting the needs of their children.

2) Administrative Functions:

- Provide activity reports, time sheets, written reports and other requests as required.
- Complete financial requests for programming and in a timely fashion.
- Assist the Director of Education in preparing annual evaluations of programs.
- Assist in conducting research, compiling data, and preparing reports.
- Actively engage with families to share program and support services information.
- Develop culturally relevant communicative and informative resources for the community.

3) Other Related Duties:

- Perform other job-related duties as may reasonably be required by Director of Education and/or Senior Administrator.

Education and Experience Requirements:

- RECE Certification
- At least one (1) year of direct experience working with children
- Experience designing and delivering community-based programs, preferably in a First Nation community.
- Valid CPR/First Aid Training, Safe Food Handling Certificate, WHIMIS are assets

Skills and Knowledge Requirements:

- Knowledge of Kanienkeha:ka culture, traditions and teachings are preferred.
- Comprehensive knowledge and understanding of children, young people, families, and parenting including the wider context, such as services, legislation, policies, and strategies.
- Proficiency with Microsoft Office Suite.
- Knowledge of the various types of support services available to families, within the community and beyond.
- Well-developed organizational, communicative, interpersonal, time management and analytical skills.

- High level of initiative and self-direction.
- Ability to work in a team environment.
- Must be reliable and dependable, and committed to maintaining confidentiality.
- Non-judgmental and positive approach to all service users.
- Self-awareness of own limiting factors that may impact job performance.

Other Requirements:

- High level of energy.
- High levels of patience.
- Ability and willingness to perform required physical tasks.
- Cultural sensitivity.
- Must be able to work flexible hours when needed for community programming purposes.
- Must have a valid Ontario Class "G" license and access to a vehicle.

Work Conditions:

- Interacts with students, teachers, administration, family members, visitors, government agencies/personnel under all circumstances.
- Manual dexterity required to use desktop computer and peripherals.
- Regular to frequent requirement, and as needed, to lift children (up to 45 lbs.), including bending, stooping, stretching, squatting, pushing, and pulling, and sitting and walking.
- Noise level can be moderate to loud.
- Intermittent physical activity including walking, standing, sitting, lifting, and supporting students.

Terms of Employment:

This is a full-time position beginning immediately. Hourly wage will be based on qualifications and experience.

Application:

Please submit a resume and cover letter detailing how you meet the requirements of the position to:

Joanne Contant

HR@wahtamohawks.ca
P.O. Box 260
Bala, Ontario
P0C 1A0

Phone: (705) 762-2354 ext. 227 Fax: (705) 762-2376

Deadline for applications is **December 3, 2021, at 4:00 pm**. Late applications will not be accepted.

Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) before commencing work.

All qualified candidates are encouraged to apply, however, members of the Wahta Mohawks and Indigenous applicants will be given priority and are asked to self-identify. Only those candidates selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Canadian Police Information Check (CPIC) before commencing work.