



## **Eelūnaapéewi Lahkéewiit Job Posting Early Childhood Educator Job Description**

**POSITION REPORTS TO:** The Early Childhood Educator shall be under the supervision of the Eelūnaapéewi Lahkéewiit Early Learning Centre Director.

**Summary of Position:** The Early Childhood Educator will ensure the development and provision of a high quality, wholistic, culturally relevant and individual educational program. The Early childhood Educator will support and assist in all program service areas of the Eelūnaapéewi Lahkéewiit Early Learning Centre

**Location:**

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Eelūnaapéewi Lahkéewiit  
Early Learning Centre  
14762 School House Line  
R. R. #3  
Thamesville, Ontario  
NOP 2K0

**Industry**

Early Childhood  
Education

**Job Status:**

35 hours per week

**Salary Range:**

\$21-\$25.00

Dependent on  
qualifications and  
experience

**Closing Date:**

**Until Position Is  
Filled**

### **Program Delivery**

- Plans, implements and coordinates classroom activities
- Responsible for classroom management and instruction
- To provide for the safety and well being of the children during both on and off-site activities promoting the six components of Head Start
- Involves all staff in classroom operations by planning activities for individual children and groups according to the child's developmental level
- creating and planning activities for individual children and groups according to the child's developmental level in accordance with "How Does learning Happen?"
- Maintain regulated and required documentation, reporting and record keeping
- Conduct monthly fire drills
- To organize space, equipment and materials to allow child experiences
- Complete daily playground inspections
- Any other relevant duties as assigned by the Eelūnaapéewi Lahkéewiit Early Learning Centre Director

### **Administrative**

- Develop and monitor an annual work plan and calendar
- Maintain active, accurate and confidential filing system
- To ensure daily recording of names, ages and parent/caregivers name, and making note of any special needs; e.g. developmental assessments, allergies, dietary concerns or other relevant matters.
- Designs learning activities utilizing the High Scope curriculum and assessment tool as well as other available resources.
- Attend meetings and training as requested by the Early Learning Centre Director
- Reports and documents parent concerns or critical incidents concerning the Early Learning Centre to the Early Learning Centre Director.
- Is aware of and adheres to the current policies and procedures of the Early Learning Centre Program, as well as be familiar with the Child Care and Early Years Act.
- Submit regular reports and maintain licensing requirements to the Director and complete any other reporting as required by funding and licensing sources.

## QUALIFICATIONS

- Early Childhood Education Diploma from an accredited post-secondary institution
- Registered member of the College of Early Childhood Educators and in good standing
- Experience working with Aboriginal children and their parents
- Knowledge of the Lunaapeew Language and Culture would be an asset
- High Scope or Resource Teacher would be an asset.
- Strong interpersonal skills, excellent planning skills, excellent oral and written communication skills
- Must be computer literate
- Knowledge of the Aboriginal Head Start Initiative and its components
- Knowledge of "How Does Learning Happen?" Ontario's Pedagogy for the Early Years is preferable
- Ability to work cooperatively in a team approach and maintain confidentiality
- Must be willing to take training as needed
- Must possess Ontario driver's license
- Must provide copy of recent criminal reference check with vulnerable sector search
- Medical Certificate and First Aid/CPR due upon employment
- Up to date immunization and records including COVID-19

## TERMS OF POSITION

Employment Term: Full-time, 35 hours per week, One year Contract.

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (flexible hours required)

## CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter, Resume, and 3 references (2 work related & 1 personal)** to:

Cathy Stonefish: Interim Director of Operations  
Eelūnaapéewi Lahkéewiit Administration Office  
14760 School House Line,  
Thamesville, Ontario N0P 2K0

**Marked: CONFIDENTIAL – Early Childhood Educator - Early Learning**

**Closing date: Until Position is Filled**

*Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.*

*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

*Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*