



**Eelūnaapéewi Lahkéewiit  
Early Learning Centre / Teacher's Assistant  
JOB POSTING**

**POSITION REPORTS TO:** The Teacher's Assistant shall be under the supervision of the Eelunaapeewi Lahkéewiit Early Learning Centre Director

**SUMMARY OF POSITION:**

The Teaching Assistant will ensure the development and provision of a high quality, wholistic, culturally relevant and individual educational program. The Teacher Assistant will support and assist in all program service areas of the Eelūnaapéewi Lahkéewiit Learning Early Centre

**PROGRAM DELIVERY:**

- Follows through with the Child Care Licensing Manual and the Head Start Mandate
- Plans, implements and coordinates classroom activities
- Responsible for classroom management and instruction
- To provide for the safety and wellbeing of the children during both on and off-site activities promoting the six components of Head Start
- Ability to communicate effectively and Professionally to parents, staff and community partners
- 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
- 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
- To ensure daily recording of names, ages and parent/caregivers name, 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 required by the Early Learning Centre Director
- Submit regular reports and maintain licensing requirements to the Director and complete any other reporting as required by funding and licensing sources.
- Maintain active, accurate and confidential filing system
- Is aware of and adheres to the current policies and procedures of the Eelunaapeewi Lahkéewiit, Early Learning Program as well as be familiar with the Child Care and Early Years Act.

**Location:**

Eelunaapeewi Lahkeewiit  
14762 School House Line  
R.R. 3 Thameville, Ontario  
NOP 2K0

Industry  
Early Childhood  
Education

**Job Status:**

35 hours per week  
ONE YEAR CONTRACT

**Salary:**

TBD

**CLOSING DATE:**

**Until Position is Filled**

**QUALIFICATIONS:**

- Early Childhood Education Diploma from an accredited post-secondary institution preferred
- Experience working with Aboriginal children, their parents and their communities
- Knowledge of the Lunaapeew Language and Culture would be an asset
- Strong interpersonal skills, excellent planning skills, excellent oral and written communication skills
- Must be computer literate
- Ability to work cooperatively in a team approach and maintain confidentiality
- Must be willing to take training as needed
- Ability to work flexible hours
- Must provide copy of recent criminal reference check with vulnerable sector search
- Medical Certificate and First Aid/CPR due upon employment
- Ontario driver's license would be an asset

**TERMS OF POSITION:**

Employment Term: Hours: 35 hours/week.  
Salary: Commensurate with qualification and/or experience  
Hours of Work: Daily from 8:30 am to 4:430 (flexible hours required)

**CLOSING DATE FOR APPLICATIONS**

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

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration  
14760 School House Line, R. R. #3  
Thamesville, Ontario  
N0P 2K0

**Marked: CONFIDENTIAL "ELC/Teaching Assistant"**

**Closing Date: Until Position is Filled**

**DELAWARE NATION BAND MEMBERS ARE ENCOURAGED TO APPLY.**

*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 and consent to a background reference check.*