



**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.