



MUNSEE-DELAWARE NATION

Administration Office – 289 Jubilee Road, Muncey, Ontario N0L 1Y0
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EMPLOYMENT OPPORTUNITY

POSITION TITLE: REGISTERED EARLY CHILDHOOD EDUCATOR/ CULTURAL LIAISON SUPPORT

Resume packages will be received by Munsee-Delaware Nation up until 4:00 p.m. EST, Friday, February 23rd, 2018, for the full-time contract position of Registered Early Childhood Educator/Cultural Liaison Support.

JOB SUMMARY:

The Registered Early Childhood Educator is responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of zero (0) months and twelve (12) years.

The Registered Early Childhood Educator uses Centre philosophy, programs and policies to maintain and enhance a standard of care.

The full Position Description is attached.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. A copy of all educational degrees, diplomas and certificates including driver's licence.
3. Three (3) written employment references including your current or most recent employer.

Must be submitted in person, mail or email marked "**CONFIDENTIAL**" to:

Carol Antone
Executive Assistant
Munsee-Delaware Nation
289 Jubilee Road, Muncey, ON N0L 1Y0

Email: carol@munsee.ca

Preference will be given to candidates of First Nation Ancestry.

We thank all applicants, however, only those selected for an interview will be contacted and your submission will not be returned to you.



POSITION DESCRIPTION

Early Childhood Educator

Cultural Liaison Support

Position Type & Title:	Contract Registered Early Childhood Educator
Employer:	Munsee-Delaware Nation
Reports to:	Munsee-Delaware Nation Child Care Supervisor
Classroom Setting:	Program Based with Healing Lodge Programming
Location:	Healing Lodge
Start Date: April 1 st , 2018	End Date: March 31 st , 2019
Hours of Work:	37.5 hours Weekly – Hours will reflect program needs

Purpose and Scope of the Position

The Registered Early Childhood Educator is responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of zero (0) months and twelve (12) years.

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Duties and Responsibilities

The primary job duties and responsibilities for the Registered Early Childhood Educator include but are not limited to the follow:

Child Development and Care

- **Facilitate the development and behaviour of children**
 - Uses a variety of observation and documentation techniques
 - Facilitate cognitive, language, social, emotional, creative and physical development of children
 - Facilitate acceptance of diversity
- **Develop, implement, and evaluate programs**
 - Implement Play Based Learning
 - Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required
 - Identifies and implements appropriate interventions for children with special needs
 - Modify environment to ensure accessibility
- **Support the holistic development of all children**
 - Build meaningful relationships with the children
 - Identify and expand upon learning opportunities (teachable moments)
 - Identify and support individual learning and development, diversity, equality, and inclusion
 - Maintain documentation of child's development

- **Meet health, welfare and safety needs**
 - Accommodate for children's allergies
 - Administer medication and/or procedures
 - Implement preventive health and safety measures
 - Develop and implement safe travelling practices
 - Provide first aid and CPR
 - Implement emergency and evacuation plans and security procedures and review safety-related issues
 - Follow safe toileting and diapering procedures
 - Identify and report suspected cases of child abuse and neglect
 - Promote a healthy lifestyle
 - Promote environmentally sound practices
 - Actively supervise children at all times, including during outings and field trips

- **Meet nutritional needs**
 - Post weekly menu of nutritious snacks and meals
 - Promote healthy eating
 - Accommodate for special nutritional requirements

- **Guide children's behaviour**
 - Establish with colleagues an environment to foster positive behaviour in the program
 - Guide and observe children
 - Implement positive behaviour guidance
 - Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills
 - Use and promote active listening skills
 - Use natural and logical consequences

- **Protect children from physical and emotional harm**

Record Keeping

- **Maintain records for legislative and regulatory purposes**
 - Record daily attendance
 - Record and report accidents, incidents and occurrences as required
 - Record cleaning procedures
 - Prepare a record of ill health
 - Record medical procedures and the administration of medication
 - Maintain up-to-date children's records
 - Maintain/record safety checks of classroom and outdoor play area
 - Complete child's daily log for parents
 - Complete/maintain program daily log book/record (mandatory)

- **Equipment and Facility**
 - Check for physical hazards daily
 - Maintain and implement safety standards and protocols
 - Use developmentally appropriate equipment
 - Adapt programming and equipment to unique settings and situations

- **Operate and maintain facility**
 - Maintain equipment, materials and furnishings
 - Maintain indoor and outdoor physical environment
 - Monitor cleanliness and sanitation of all areas used by children

Family and Community Relations

- **Form collaborative partnerships with families**
 - Build and maintain meaningful relationships with families
 - Orient families to program
 - Communicates and collaborates with parents
 - Provide family resources
- **Use community resources**
 - Access and engage community resources, facilities and services
 - Raise awareness of community events
 - Involve volunteers
- **Advocate for children and families**
 - Make connections between families and resources
 - Respect the rights of the child
- **Provide an inclusive environment**
 - Collaborate with parents to identify strengths, needs and interests of the child
 - Collaboratively develop and implement inclusion plans with other professionals and parents

Professional Relationships

- **Work as a member of a professional team**
 - Create partnerships with colleagues and volunteers
 - Participate in meetings
 - Liaise with Healing Lodge staff, Cultural and Language teacher
 - Demonstrate leadership
 - Follow policies and procedures
- **Mentor others**
 - Support and guide colleagues and students
 - Act as a resource

Personal and Professional Development

- **Conducts self professionally**
 - Maintain professionalism
 - Follows policies and procedures and uses a code of ethics to guide practice
 - Maintain confidentiality
 - Maintain required professional certifications and/or registrations
 - Keeps up to date with legislative requirements

- **Maintain a work/life balance**

- Engage in ongoing assessments
- Maintain physical and mental well-being

- **Participate in professional development**

- Develop and implement a professional development plan
- Evaluate progress based on professional development plan
- Participate in workshops offered by Daycare, Healing Lodge and in community
- Network with peers
- Promote the profession

Qualifications

Education, Qualifications and Certifications

- Early Childhood Diploma
- Registered member of the College of Early Childhood Educators of Ontario
- Valid Standard First Aid and Level “C” CPR
- Negative Criminal Records Check/Vulnerable Sector Check / CAS
- Knowledgeable in “How Does Learning Happen?” and the ELECT document
- Good oral communication is required to teach children and guide them through learning activities

Experience

- Minimum of four (4) years of demonstrated proficiency in child care standards of practice in a child care setting.

Specialized Knowledge

- Adheres to Professional Responsibilities and Conduct of an Early Childhood Educator as set down by the College of Early Childhood Educators
- Adheres to all the duties and regulations set down by for an Early Childhood Education described under the current Child Care and Early Years Act of the Province of Ontario
- Ability to implement the four foundations of “How does the Learning Happen” through observations, reflections, documentation and curriculum planning
- Willing to grow, learn, support and teach cultural components to the children and families