



Position: Assistant ECE Educator – Part Time 5 hour position

Reports to: Head ECE Educator (Supervisor)

Function: To assist the Head ECE Supervisor in creating a flexible program and a child care environment favourable to child development; to establish effective rapport with the children and their families; to assist in implement program ming that is designed for the development, care and protection of children which is appropriate for the age and development of children attending the daycare and meets the standards as required in Schedule D of the Child Care Licensing Regulations.

Authority: Under the direction of the Head ECE Educator (Supervisor)

Duties:

1. Shall report directly to the Head ECE Supervisor
2. Planning both long term and short range activities in accordance with curriculum objectives, developmentally appropriate practices and program philosophy.
3. Assistance in ensuring that all Child Care Licensing Regulations are adhered to and met
4. Shall perform clerical duties pertaining to instructional supply orders, student reports and records and attendance reports
5. Shall work in cooperation with fellow Gitanmaax Daycare staff to ensure that there is attention to the neatness, order, ventilation, temperature, lighting, care of furniture, books, supplies, apparatus and other equipment in the facility
6. Shall work in cooperation with fellow staff to ensure that the Gitanmaax Daycare is kept in a sanitary, clean and organized environment
7. Shall report all accidents of children to the Head ECE Supervisor
8. Shall fulfill all duties as it relates to routine cleaning required of the Gitanmaax Daycare as per the Child Care Licensing Regulations
9. Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities as established by the Head ECE Supervisor
10. Carry out a daily schedule that incorporates child-directed activity, personal care routines and transition times
11. Encourage and assist children to practice self-help skills daily
12. Ensure that you are familiar with emergent curriculum practices
13. Carry out and assess developmentally appropriate activities and experiences in harmony with the Gitanmaax Daycare philosophy
14. Other duties as determined by the Head ECE Supervisor

Statement of Qualifications

- Be a good character
- Able to provide care and mature guidance to children
- Either be in the process of qualifying under section 6 for a certificate in ECE or have current License to Practice (preference will be given to those with current License to Practice)
- Clear Criminal Records Review
- First Aide/Child Safe certificate
- Food Safe Certification

At least one year experience in working in a child care setting

Closing date: September 8, 2010

Starting date: September 13, 2010

Please submit resume, cover letter and 3 letters of reference

Mail or fax application attention:

Gitanmaax Band Education Coordinator
Box 440, Hazelton, B.C. V0J 1Y0
FAX: 250-842-6364

Only Qualified complete application packages will be contacted for an interview