

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

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EMPLOYMENT OPPORTUNITY EARLY CHILDHOOD EDUCATOR

FT/PT Position: 1 Full-Time Contract Position Available

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Early Years Supervisor

Closing Date: open until filled

Summary: The Early Childhood Educator will engage with children aged 0-4 years of age through various program activities by providing educational and development support, be responsible for all professional tasks encountered in the course of his/her activities concerned with the instruction of children, be aware and look out for the welfare of children, and maintain a positive and inclusive educational climate in the Early Years Centre. *Note: the Early Childhood Educator will be the acting Early Years Supervisor until February 2025.*

Duties:

- Implementing program delivery at the Early Years Centre.
- Supervising and managing Early Years Centre staff.
- Completion of departmental administrative duties, including but not limited to cheque requisitions, filing, report completion and submissions, and supplies/equipment ordering.
- Provide educational and developmental support to children.
- Ensure child's cognitive, emotional, social, physical, and spiritual needs are met.
- Engage children in program activities (e.g., reading, dramatic play, crafts, song and dance, physical activity, etc.).
- Guide and assist children in the development of proper eating, dressing, and toilet habits.
- Responsible for record keeping and child observations, such as signs of potential learning/behavioural problems, abilities, interests and needs of children.
- Prepare reports for parents/guardians as required or requested.
- Ensure the classroom environment protects the health, safety, and well-being of children.
- Establish and maintain collaborative relationships with community service providers.
- Attend and successfully complete any required pre-employment training and/or ongoing training as requested.
- Work as part of a team, including attending staff meetings as required.
- Other relevant job duties as assigned by the Early Years Supervisor.

Qualifications:

- Possession of an Early Childhood Education diploma required.
- Must provide credentials that identify a current good standing status with the College of Early Childhood Educators.
- Excellent interpersonal and communication skills, both verbal and written.
- Minimum 2 years' experience working in a daycare setting and experience working in a First Nation community.
- Possess knowledge of early stages of development, self-regulation, special education, inclusion, and physical education, as well as Canada's healthy food guidelines.
- Knowledge of Anishinaabe language, culture, traditions, and way of life.
- Must be up to date with immunizations.
- Successful completion of food allergy and anaphylaxis training.
- Proficiency with computers and software applications, such as Microsoft Office.
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to deal effectively with conflict and be able to problem solve.
- Possess a valid G class driver's license and have access to a reliable vehicle.
- Must be willing and able to adhere to strict confidentiality and code of ethics.
- Must be willing and able to provide a Criminal Record Check and Vulnerable Sector Check.
- Must be willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

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T: (807) 938-6684 F: (807) 938-1166

E-mail: humanresources@wlon.org