

CHAMPAGNE AND AISHIHIK FIRST NATIONS

**Identification:** Shawkwunlee Early Childhood Educator

**Department:** Education

**Supervisor:** Shawkwunlee Daycare Manager

**Date:** September 27, 2019

**Wage Level:** 4

**Status:** Term Full-Time

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A. **Job Summary:**

Reporting to the Daycare Manager, this position will be responsible for promoting good health in children and ensuring a safe, healthy physical environment while creating a learning environment that meets the emotional, physical, social, and cognitive needs of young children. The Early Childhood Educator is responsible for maintaining good communication with parents, staff, and community; and performs other duties as necessary. The position actively participates in ongoing program initiatives intended to integrate early learning with whole family learning, and CAFN language and culture.

**The Early Childhood Educator will role model a healthy lifestyle including active living and participation in cultural and traditional activities in order to set a good example for members of the community.**

B. **Main Duties:**

1. Incorporates CAFN language, culture, ways of knowing and teaching into all aspects of the program.
2. Promotes, teaches and preserves language and culture and ways of knowing.
3. Enhances cultural learning by incorporating elders, knowledge keepers and language speakers within the programming.
4. Promotes good health in children and ensuring a safe, healthy physical environment by:
  - ensuring that all childcare services licensing regulations are adhered to
  - ensuring appropriate supervision of children at all times
  - ensuring play areas are kept free of debris and structural hazards
  - performing light housekeeping duties to ensure cleanliness
  - ensuring that toys and equipment is maintained and kept in good working condition and ensuring that toys are repaired or replaced as required
  - following day care policies and procedures for maintaining daily health records and administering first aid as necessary
  - assisting children with learning personal hygiene
  - reporting accidents, injuries and illnesses to the Supervisor as soon as possible and/or before the end of the shift
  - disinfecting day care area and equipment daily

5. Creates a learning environment that meets the emotional, physical, social and cognitive needs of young children by:
  - planning for and implementing a balance of active/quiet, indoor/outdoor, free play/directed activities, small/gross motor, individual and group activities that will encourage physical, social, intellectual, emotional and sensory development at the appropriate level for each child, on a daily basis
  - providing daily programming that focusses on First Nations culture and language, health and nutrition, social skills and support, and parental involvement.
  - organising space, equipment and materials to create an environment which encourages the children's exploration
  - observing and assessing developmental levels of children on a regular basis
  - assisting children in expressing themselves by listening and responding with questions, comments or clarification to encourage expansion and exploration of their ideas and curiosity
  - encouraging and assisting children to gain independence (i.e. practice self-help skills, use decision-making skills, etc.)
  - encouraging each child's efforts by providing meaningful commentary, and by displaying work, etc.
  - participating in the specialised programming of the integration of children with special needs
  - orientating new children (and parents) to the centre, group, and staff
  - respecting needs and providing for privacy of children
  - making use of community resources
  - encouraging the participation of parent and community volunteers
  - continually advancing own knowledge through additional educational courses, seminars and workshops
  
6. Maintains good communication with parents, staff, and the community by:
  - communicating verbally or in writing with parents on a daily basis, about their child's experiences and informing them about daily and special events
  - providing parents with support, guidance in relation to childcare concerns and information on community resources
  - encouraging parental involvement
  - continually participating as a member of a team with other staff
  - attending and participating in regular staff meetings for the purpose of program discussion, planning, staff communication and relations, individual child development assessment and general business
  - keeping all information pertaining to the children, families and centre confidential
  - maintaining appropriate work habits such as punctuality and regular attendance
  
7. Maintains records and routinely informs management and allied agencies as required and/or requested by:
  - providing routine reports to the supervisor;
  - reporting any critical concerns that may arise to the supervisor in a timely fashion;
  - submitting documentation of specific child/children to allied services such as Child Care Services Unit (CCSU), Child Development Centre (CDC), etc.
  
8. Performs other duties by:
  - Abiding to childcare licensing regulations mandated by Childcare Services

C. **Job Knowledge and Skills:**

**Education and Experience:**

Grade 10 education with Level I Early Childhood Education (ECE) Certification required. Level II or III Early Childhood Education Certification is preferred. Experience working with children, preferably in a daycare setting. Some knowledge of Southern Tutchone language would be an asset. A combination of education, training and/or experience may be equally considered.

**Job Knowledge:**

- Knowledge of early childhood development theory, principles and practices;
- Knowledge of Child Care Acts and regulations
- Knowledge of day care policies and procedures
- Knowledge of CAFN's history, culture, demographics, goals and aspirations
- Awareness of social issues affecting First Nations and non-First Nations children
- Knowledge of recreational, social and life skills programming and activities relevant to First Nations and small northern communities
- Knowledge of disciplinary theories and practices for children

**Management Skills:**

- Possess strong organizational skills
- Ability to coordinate, plan and direct program to meet goals and objectives
- Ability to lead, supervise and relate to children
- Ability to work with minimal supervision

**Specific Skills:**

- Ability to establish and implement programs and activities with emphasis on Southern Tutchone culture
- Ability to work in a cross-cultural environment
- Ability to work in a team environment
- Ability to exercise a high standard of professionalism with sound judgment

**Interpersonal Skills:**

- Possess good written and verbal communication skills
- Ability to motivate others
- Ability to resolve conflicts and deal tactfully with others
- Ability to develop and maintain effective working relationships with community agencies such as RCMP, nurses, school, etc.
- Ability to understand group dynamics

D. **Decision Making:**

The incumbent is responsible for the day-to-day delivery of the program and achieving program objectives. The position follows the daycare's policies and procedures, and the Assistant Manager and Manager provide direction.

E. **Impact/Accountability:**

The position is accountable for providing a positive role model for the children within the CAFN daycare. The interaction with the children through recreational, educational, social and cultural programming impacts the future well-being of the children and the communities.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position is in the Shawkwunlee daycare facility, accessible to the community. This position requires daily work with children aged 18 months to 5 years old. The incumbent must be tolerant of this working situation and know how to relieve stress, on a daily basis, outside of the day-care environment. The position requires flexibility and strong organizational and time management skills in the face of changing priorities and emergent needs. Physical ability to lift children weighing up to 45 lbs. is required.

H. **Conditions of Employment:**

- Willing to respect and maintain confidentiality
- Level 1 certification in Early Childhood Development in Yukon (or higher)
- Criminal Record Check with Vulnerable Sector Check prior to starting employment
- Valid First Aid certificate with Level C CPR training
- Food Safe Certificate
- Medical clearance, 'fit to work' designation
- Current immunization record – TB test
- Valid Class 5 Yukon Driver's License would be an asset.
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

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Senior Director Citizen Services

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Date

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Director of Education

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Date

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Employee

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Date