



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

JOB POSTING

The Haisla Nation Council has Interim opening for the position of:

Early Childhood Educator: Interim Preschool Teacher – Maternity Leave

Job Overview:

To be a member of the Centre team and to administer, all activities of the preschool program in accordance with policies established by the manager, Board of Directors, the Executive Director, governmental regulations and funding bodies.

Responsible to: Reports to the c'imo'ca coordinator for work collaborating with the C'imo'ca team.

Job Summary:

The purpose of the Pre-School component of the Head Start program is to support and encourage each child to enjoy lifelong learning. More specifically, the projects will encourage each child to take initiatives in learning and will provide each child with enjoyable opportunities to learn. This will be done in a manner that is appropriate to both the age and developmental stage of the child. The ultimate goal is to engage children in learning so they carry forth enthusiasm, self-esteem and initiative to learn in the future.

Qualifications:

Education and Experience:

- Early Childhood Educator Certificate or Diploma.
- Experience in a preschool, daycare or classroom setting.
- Experience and/or a keen desire to work with children and their families.

Skills and Abilities:

- Excellent organizational, communication and interpersonal skills – both oral and written.
- Knowledge of First Nations heritage, language and culture
- High level of sensitivity and experience working with First Nations children, families and their community.
- Be able to be a positive role model for children, parents and families.
- Commitment, flexibility and good problem solving skill – able to incorporate ideas and changed as suggested by therapists, and Supported Child Care Educators.
- A collaborative work ethic.

Before Commencing Work:

- Food Safe, Valid First Aid and CPR certification.
- Must complete a criminal record check and be approved.
- Compliance with the immunization program of the Ministry of Health.
- Adherence to the Code of Ethics, Oath of Confidentiality and Conflict of Interest Policies.
- Approval by Ministry Licensing Authority.
- Police Information Check along with Vulnerable Sector Screening
- Driver's License. (optional)

Key Duties and Responsibilities:

- Work closely with the C'imo'ca team to provide Health promotion and Social Support needs.
- Responsible for the overall preschool program ensuring it meets the needs of children and families;
- Maintains the high standards in early child care established by the Centre.
- Plan, implement, and evaluate short term and long term objectives for the program;
- Responsible for the orientation, direction and supervision of volunteers and practicum students placed in the preschool program;
- Consider each child's development and, with parent approval, refer to the therapy department when concerns about development are noted; (Especially with "typical" children or children which therapists have requested ongoing monitoring)
- Work in cooperation with Supported Child Development Educators that are placed in the classroom and who follow designated children with special needs.
- Review classroom space, playground and equipment for required maintenance and report needs for repair.
- Apply for a yearly budget for supplies;
- Maintain continuing competency in preschool profession and maintain ethical standards of the profession.
- Represents the Centre at relevant community meetings.
- Follow Haisla Nation Council Personnel Policy and Manual;
- Other related duties as per ECE Coordinator or designate.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Merle Hudson, Administrative Assistant for Human Resources
Haisla Nation Council
PO Box 1101
Kitamaat Village, BC V0T 2B0 Fax (250) 632-2840 PH: (250)639-9361
Email: merleHUDSON@haisla.ca

Deadline for applications: Posted January 9, 2018 until filled

We thank all applicants for their interest, however, only those short-listed will be contacted.