



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

**POSITION TITLE: EARLY CHILDHOOD EDUCATOR (2 positions)**

**DEPARTMENT: EDUCATION DEPARTMENT**

**SUPERVISOR: LITTLE FAWN NURSERY ADMINISTRATOR**

**TERMS: FULL – TIME and TERM**

**Reference #: 2019 – 056 REPOST**

### **PURPOSE OF POSITIONS:**

TteS is looking to fill **two positions** within our Little Fawn Nursery. These positions are responsible for implementing programs and services that best meet the social and educational needs of children in different areas of the Little Fawn Nursery (LFN), including Infants, Toddlers and 3-5-year-old children.

1. The first position is full-time and is required to support the educational needs of children in the 3-5 Room and the Infant & Toddler Room at the Little Fawn Nursery (LFN).
2. The second position is a full-time, **3-month term position**, needed to backfill a medical leave. This position will be required to work with the children in the Infant-Toddler room.
3. Both these positions are critical in supporting TteS' vision of Secwepemc language revitalization and LFN's Secwepemc language immersion program.

### **DUTIES AND RESPONSIBILITIES:**

1. **Assists with the day to day activities of the 3-5 Room and Infant & Toddler Room to ensure they are operating professionally. (95%)**
  - Plans and implements age appropriate learning programs that are stimulating, nurturing, predictable and encourage holistic growth and development.
  - Fully participates in "on the job" Secwepemc language mentoring program.
  - Implements culturally appropriate curriculum as needed.
  - Documents and reports any chronic child behavioural concerns that may require additional supports to the LFN Administrator.
  - Develops and incorporates activities to ensure kindergarten readiness.
  - Reads to and with children daily to promote and teach reading skills and completes circle time daily.
  - Teaches advanced motor skills to children and develops motor skills activities for children to participate in.

- Ensure children participate in daily physical activities.
- Maintains constant supervision of children at all times.
- Creates a caring, creative, respectful, safe, healthy and supportive environment.
- Fosters positive social interactions amongst the children.
- Maintains current knowledge of all of the children's files, especially any court orders or allergies as required.
- Build and maintain positive relationships with parents or guardians and encourage them to participate in the nursery programs.
- Implements proper safety and hygiene practices.
- Organizes the 3-5 room and Infant & Toddler Room in preparation for the children and makes changes to correlate with the monthly themes.
- Assists in light household chores, such as cleaning or snack preparation that meet Canada's Food Guide requirements.
- Ensures the nursery equipment is in good repair and reports any problems to the LFN Administrator.
- Maintains current knowledge of all emergency policies and procedures for evacuations and fire drills and, if necessary, record any relevant information.
- Attends all staff meetings and participates any training sessions as directed by the LFN Administrator.
- Promotes the nursery, its activities and assists in any fundraising activities.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and the TteS.
- Participate in learning and singing Secwepemc songs and dances and teach these to the children.
- Implement programs for language and gross motor development.
- May be required to train and mentor practicum students.
- Washes dirty laundry (daily and weekly).

**2. All Other related duties as required. (5%)**

**QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

**Professional Certification, Education and Experience:**

- Early Childhood Educator Certificate and 1-year related experience in the childcare field and/or an equivalent combination of education and/or training.
- Must be at least 19 years of age due to licensing regulations.
- First Nation language proficiency certificate or be willing to complete.
- Must pass Criminal Record Check-Vulnerable Section.
- Must possess a license to practice.
- Must possess a Valid Emergency Child Care first aid certificate.
- Must possess a Food Safe certificate.
- Must complete an annual physical exam and TB test.
- Working with aboriginal children is an asset.

**Skills and Abilities:**

- Ability to work with and build relationships with infants, toddlers and parents.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Good oral and written communication skills.
- Strong analytical, organizational, coordinating and planning skills.
- Proven ability to set priorities and meet deadlines.
- Knowledge of curriculum and instruction development for early childhood education and Secwepemc language, history and culture.

- Have the philosophy that children are our future and treat each child with respect, patience and love.
- Ability to take initiative.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

**HOURS OF WORK:** Normal Day shifts –8 hours. Non-normal shifts may be required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is July 30<sup>th</sup>, 2019, by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/job-application-form/>, or by fax: 250.828.9847,  
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &  
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out  
an online [Job Application Form](#), which can be found on the [tkemlups.ca](https://tkemlups.ca) website