

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## ***EMPLOYMENT OPPORTUNITY***

### ***Early Childhood Educator Assistant***

#### ***Permanent Full time***

#### **Position Summary:**

The Early Childhood Educator Assistant (ECEA) position requires planning and implementing safe developmentally appropriate activities that are geared to the children's interest, according to the ELECT document (How Does Learning Happen).

This includes ensuring that all safety and reporting and quality requirements are met as per the Mission Statement of the Serpent River First Nation and the licensing requirements of the province of Ontario.

ECEA's will organize activities to stimulate and develop their intellectual, physical, emotional, cultural and spiritual growth.

#### **Position Duties**

- Based on the ELECT Document, develop and implement daily activities for children and follow through to encourage consistency
- Follow the children's interests in activities by telling or reading stories, teaching songs, offering a variety of loose parts and materials of interest to the children.
- Providing opportunities for creative expression through the media of art, dramatic play, music and physical fitness, and taking the children to local points of interest
- Guide and assist children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional problems
- Discuss progress or problems of children with parents and other staff members
- Attend meetings and workshops to develop and discuss new teaching methods
- Plan and carry out activities incorporating the Ojibwe culture and language
- Carry out and assess developmentally appropriate activities and experiences in accordance with the ELECT document.
- Ages and Stages questionnaires developmental screening tool use
- Individualizes the curriculum as required
- Participates in all aspects of routines and transitions including Parent Luncheons, Elder's Teas, field trips, and children's parties
- Uses a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
- Be responsible for the preparation and sanitization of the play areas including cupboards and toy storage areas.

- Responsible for direct supervision of children enrolled in the child care program
- Providing positive guidance to a child that includes the following practices: redirecting, positive language, and positive reinforcement
- Ensures that all activities offered at and away from the centre are carried out in a safe and efficient manner
- Recognize, document and take appropriate action in the case of suspected abuse, illness or accident, reporting the incident as a serious occurrence
- May supervise and co-ordinate the activities of students and volunteers.
- Ensures that the centre is maintained in a neat, organized, and safe manner
- Fully completes all occurrence reports, day sheets and day books in accordance with Day Care Centre policies
- Complete administrative tasks as delegated by senior staff
- Attend and be an active participant at staff meetings and contribute to the agenda
- May be required to attend functions held at times other than that of the Day Care's operating hours.
- Provide assistance in ordering and selecting program equipment, supplies and resources.
- May receive and receipt the Day Care Fees and process them appropriately.
- Be responsible for individual discretionary funds as established quarterly.
- Ensure each child's file is accurate and up to date.

### Qualifications

- Secondary School Diploma
- Experience in a Daycare setting is a benefit
- First Aid and CPR Certification
- Developed interpersonal skills and the ability to effectively work with the general public management and employees.
- Prior experience in a Day Care facility as Assistant.
- CPIC and Vulnerable Sector Check.
- "Hi Momma" software use
- Up to date TB (tuberculosis) test
- Proficiency with Excel, computer software and office equipment
- Ability to work as a team in a fast paced environment
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract is an asset
- Knowledge of the 7 grandfather teachings and Indigenous Culture is an asset

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources  
 195 Village Road, Cutler Ontario, P0P 1B0  
 Fax: 705-844-2757

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*

Email: [hr.jobs@serpentrivern.com](mailto:hr.jobs@serpentrivern.com)  
By: March 13, 2024 by 4:00 pm

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