



Skwlāx te Secwepemcúlecw Internal Job Posting

Department: Skwlāx Head Start
Position: Early Childhood Educator
(infant and toddler educator would be an asset)

ONE YEAR TERM TO COVER MATERNITY LEAVE

The Opportunity - A Day in the life of the Early Childhood Educator:

Under the direction of the Head Start Manager the Head Start Program Educator will lead, plan, and implement high quality and consistent programming that adhere to the 6 components of Aboriginal Head Start on Reserve (AHSOR). The Educator will supervise children ages 3 months to 6 years in a Head Start program.

Requirements - What you bring to the organization:

- Valid Early Childhood Educator and/or Infant/Toddler Certificate
- Knowledge of AHSOR 6 components, practices, and principles related to early childhood learning/ development.
- Familiar with BC Licensing regulations
- Coordination skills such as planning, organizing or other related duties.
- Valid Class 5 Driver's License
- Up to date drivers abstract
- Criminal Record Check for the vulnerable sector
- Tuberculosis Test
- Medical Clearance

Specific Duties and Responsibilities:

- Program plan and supervision of children 3 months to 6 years.
- Promotes, encourages, and assures the AHSOR 6 components are implemented and delivered for children and families.
- Carry out daily routine requirements.
- Educate self of health and safety issues
- Awareness of social issues affecting children
- Inventory of equipment and supplies
- Regular housekeeping duties



- Ongoing liaison with families
- Attends staff and parent meetings.
- Preparation of nutritious snacks
- Reception duties including telephone and faxing
- Maintain regular attendance and punctuality
- Maintain confidentiality.
- Performs other related duties as assigned.

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry.

If you possess the necessary qualifications and skills, please forward your cover letter and resume with the job title in the subject line to:

Email: hr@lslb.ca

Only qualified applicants will be contacted. No phone calls please.

NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.