



**Malahat Nation**

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<b>Job title</b>	<b><i>ECEA-ECE-ECEIT</i></b>
<b>Reports to</b>	<i>Manager of Early Learning</i>

**Anticipated Start Date:** February 18th, 2020

**Terms of Employment:** Full time and Part time

**Job Purpose**

Under the Supervision of the Manager of Early Learning, the ECEA/ECE/ECEIT will work collaboratively in a team environment while caring for and educating children between the ages of 6 months- 5 years old.

**Duties and Responsibilities**

Early Childhood Educator

- Plan, prepare and carry out developmentally and culturally appropriate activities.
- Ensure positive communication and proactive relationships with team members, children & families.
- Adhere to licensing standards of practice.
- Deliver services for children and parents in the capacity as a certified in the full scope of your license to practice.
- Planning and implementation of appropriate age-based activities according to skills and learning levels that promote social interactions and personal development.
- Ensure that all information about children, staff, visitors and volunteers is strictly confidential.
- Help create a nurturing learning environment to foster the development of the children's needs.
- Incorporate Coast Salish culturally enriching curriculum and activities into the programming.
- Post weekly/daily activity plans for programs.
- Model positive behaviors and attitudes for children and families.
- Participate in training and staff meetings as required.
- Other duties as required.

**Credentials/Qualifications**

- Bachelor's degree, diploma or certificate in Early Childhood Education is required
- Current active license to practice issued by ECEBC
- CPR and standard first aid training

- Experience is an asset but not required
- Clean criminal record check including vulnerable sector search prior to employment
- Immunization records

**The ideal candidate will have the following skills:**

- Knowledge of ECE theory, research and practice
- Strong knowledge of child development
- Experience working independently and in a team
- Strong communication skills, verbally and in writing, ability to work well and communicate appropriately with children and families
- Experience working with First Nations in early-year programs
- Confidence in working with young children

**Compensation and work requirements:**

- 20-40 hours per week
- Flexibility with hours' dependent upon programming needs
- Compensation dependent upon experience \$17-24 per hour
- Benefits and Pension packages included for full-time employee

**Please submit the following:**

- **Cover letter**
- **Resume including 3 current references**
- **Credentials**

**To Jessica Stevens, fax 250-743-3251 or by email:**

**[Jessica.Stevens@malahatnation.com](mailto:Jessica.Stevens@malahatnation.com)**

**Closing Date:** Until positions are filled.