



TS'KW'AYLAXW FIRST NATION
Early Childhood Educator (Supervisor)
JOB POSTING

This position will coordinate all Early Childhood activities relating to the Head Start and Daycare Programs.

Responsibilities:

Oversee the development of the Early Childhood Education Program for Ts'kw'aylaxw through:

- Implement all Early Childhood Education Programs for children ages zero to six years;
- Providing a safe & clean environment for all participants in the programs for ages zero to six years;
- Ensure Centre and programs meet all regulations and mandates of programs.

Coordinate with assistants to deliver daily activities of the programs offered at the Centre:

- Child intake;
- Maintain child records;
- Supervision of staff of Head Start including assistants, volunteers and any other staff at the Centre;
- Cleaning;
- Child interaction;
- Ensure that safety and emergency procedures are implemented and maintained;
- Ensure that the programming meets the tradition, cultural, emotional, intellectual, and physical needs of the children;
- Administer to all policies and procedures of the Ts'kw'aylaxw Daycare/Preschool;
- Provide healthy snacks and lunches for the programs.

Coordinate communication strategies for parents and the community of Ts'kw'aylaxw:

- Distribution of newsletters to community;
- Community and parent involvement;
- Coordinate Parent Advisory Council meetings;
- Team work with staff, community and other programs.

Qualifications:

- Early Childhood Diploma from a recognized institute;
- At least 5 years' experience Supervising in a daycare/preschool program is an asset;
- Must have administration skills and be computer literate;
- Must have a class 5 driver's license and own transportation;
- Must have Food safe and Emergency Childcare First Aid and CPR/AED.

The successful candidate must consent to a Criminal Record Check.

SALARY: Negotiable (commensurate w/experience)

DEADLINE: Until Filled

Thank you to all who apply, however only those shortlisted for an interview will be contacted.

Please forward Cover letter and Resume to:

TS'KW'AYLAXW FIRST NATION

TELEPHONE: (250) 256-4204, FAX: (250) 256-4058

35100 HWY 99 NORTH PO BOX 2200, LILLOOET BC, V0K-1V0

EMAIL: ExecutiveAssistant@tskwaylaxw.com

For more detailed Job Description please contact

Shannon McDonald, Director of Health & Social Development at (250) 256 1359 or Email: Shannon@tskwaylaxw.com