



WHITECAP EARLY LEARNING CENTRE

EMPLOYMENT OPPORTUNITY – EDUCATION ASSISTANT

We are a modern and progressive Nation located approximately 20 kilometers south of Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota Nation is all about!

POSITION SUMMARY

In accordance with the standards of the Whitecap Dakota Nation and reporting to the Whitecap Early Learning Centre Manager, Education Assistants support students while assisting teachers and counsellors with teaching and non-instructional tasks. They assist in areas of personal care, teaching, and behaviour management under the supervision of teachers and the early learning centre Manager.

DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota Nation (WDN) and reporting to the Whitecap Early Learning Centre Manager, the Employee will:

- follow and support all safe work practices and procedures;
- attend and successfully complete all assigned and required OH&S training;
- adhere to the WDN Personnel Policy Manual;
- maintain strict confidentiality to protect the personal information of children and their families;
- understand and follow regulations, policies and procedures, and safety rules/practices;
- understand and model positive health and hygiene practices for self and others;
- understand and follow documentation procedures for all reporting requirements;
- develop programming approaches and practices that are consistent with the community philosophy and support the learning of children based on developmental stages and required supports;
- create, document, and implement developmentally appropriate program plans and inclusive learning environments;
- with the assistance of the WELC Manager, evaluate and revise children's programming and program plans as required;
- observe, assess, and document children's development and learning;
- encourage and enhance children's skill development in language, literacy, social and communication skills;
- develop and maintain positive relationships and regular communication with parents and families;

- form appropriate and supportive working relationships with parents and families;
- create collegial, professional relationships with co-workers;
- engage in supportive partnerships with peers and teachers; and,
- other duties as assigned by the Manager of the Whitecap Early Learning Centre.

Knowledge, Skills and/or Abilities

- Successful completion of a post-secondary education in Early Childhood Studies or related field is required
- Successful completion of Grade 12
- Valid Standard First Aid/CPR Certification
- Safe Food Handling Certification is a strong plus
- Professional Experience in an Education setting is suggested
- Demonstrated capacity and commitment to engage and communicate with families, children, and other internal or external partners.
- Strong verbal and written communication, interpersonal and relationship management skills.
- Demonstrated flexibility and adaptability.
- Must be flexible to work beyond regular scheduled shifts
- Valid Saskatchewan Class 5 Driver's License and reliable vehicle.

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.
- Health Benefits plus Employee and Family Assistance Program

APPLICATION PROCESS

Submit cover letter and resume by email to:

mstdenys@whitecapdakota.com

APPLICATION DEADLINE – Dec 1, 2023

EMPLOYMENT TYPE: Fulltime

DURATION: Term ending June 28, 2024

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.