



# WHITECAP EARLY LEARNING CENTRE

## EARLY CHILDHOOD EDUCATORS – CASUAL POSITIONS

### POSITION SUMMARY

Whitecap Dakota First Nation is hiring **Casual Early Childhood Educators** to plan and implement play-based and culturally appropriate programming that supports children's physical, emotional, mental, and spiritual development.

### 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 First Nation and reporting to the Early Learning Centre Manager, the Employee will:

- Always maintain strict confidentiality
- Understand and follow all Provincial and Federal regulations, policies and procedures, and safety rules/practices
- Understand and model positive health and hygiene practices
- Ensure confidentiality is maintained to protect the personal information of children and their families
- Understand and follow documentation procedures for all reporting requirements

### In the area of Program and Learning Environment

- Develop programming approaches and practices that are consistent with the Whitecap community philosophy, Dakota values and culture that supports the learning of children based on developmental stages and needs
- Create, document, and implement developmentally appropriate program plans and inclusive learning environments
- With the assistance of the ELC Manager, evaluate and revise children's programming and program plans as required
- Observe, assess, and document children's development and learning; and
- Encourage and enhance children's development in language, literacy, social and communication skills.

### Communication and Relationships

- 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; and
- Engage in supportive partnerships with other professionals.

### Skills, Experience, and Qualifications

- Strong understanding of Early Childhood needs and best practices
- Passion for working with Children
- Early Childhood Educator Level I certification a strong asset
- Successful completion of post-secondary education in Early Childhood Studies or related field is an asset.
- Awareness of Dakota values, language, and culture with a desire to expand knowledge.

- Demonstrated capacity and commitment to engage and communicate with families, children, and other internal or external partners.
- Ability to work independently and as part of a team.
- Strong verbal and written communication, interpersonal and relationship management skills.
- Strong organizational and time management skills to prioritize and multitask.
- Demonstrated flexibility and adaptability.
- Valid Saskatchewan Class 5 Driver's License and reliable vehicle.
- Standard First Aid/CPR Certificates are considered a strong asset.

The successful candidate shall be subject to a Criminal Record Check with Vulnerable Search as a condition of employment.

**EMPLOYMENT TYPE: Casual Positions**

- Eligibility for a subsidy of regular rates at the Early Learning Centre in Whitecap.

**Wages:** starting wages \$18 - \$21 per hour based upon qualifications and certifications

## **APPLICATION PROCESS**

Submit cover letter and resume by email to: [mstdenys@whitecapdakota.com](mailto:mstdenys@whitecapdakota.com).

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