



**Dunena Ko'honete Ko Daycare
First Nation of Na-Cho Nyak Dun (FNNND)**

Position Title: **Preschool Teacher**
Department: **Daycare (FNNND Education and Training)**
Supervisor: **Daycare Coordinator**
Status: **Regular Full Time**
Classification: **Level 2 (In-Training)**
 Level 4 (Certified)

Job Summary:

Childcare givers are responsible for the well-being of the children in their care. They will be responsible for following and aiding in the creation of an age appropriate program to stimulate the social, physical, intellectual, creative, emotional, and spiritual development of the children in their age group.

As an employee of Dunena Ko'honete Ko attendance, commitment and obligation to the guidelines of the position is paramount. The confidentiality policy is to be followed at all times, which means there is to be no discussion outside of the Dunena Ko'honete Ko of the events that take place within the daycare. Employees are to be 100% focused on and in the position being attentive to the children, and keeping them safe at all times.

Respect and curtesy of other staff member beliefs and way about doing things (as it fits within the guidelines) are to be mutually given. Each position within the Dunena Ko'honete Ko Daycare must work in partnership with the group level directly above and below them to ensure progressive transition for the children.

We are here for the children, and must respect them, and treat them as we would like to be treated.

Main Duties:

- Communicate with parents/ guardians on a regular base in order to develop a partnership;
- Keep a daily log to inform parents/ guardians of daily events (i.e. activities, accidents, outside time, sleeping, food, and etc.);
- Ensure that all YTG regulations are met and kept at all times (i.e. safety, nutrition, ratio (1-6 toddlers) is met at all times, effective supervision, hygiene, etc.);
- Meet with the supervisor once a week to discuss any issues, progressions, and programming plans;

- Apply Dunena Ko'honete Ko philosophy when you are creating the weekly program for toddlers;
- Sign yourself in and out according to the schedule;
- Weekly cleaning schedules are to be met according to YTG regulations;
- Maintain your group's space (i.e. rotating and discarding of any toys that are unfit, create a fun and accessible area for children to play and learn);
- Work in close relation with other teachers to ensure healthy and progressive transitions;
- Attend any staff meetings and/ or training workshops that are being held as directed by the supervisor or Manager, Education and Training; and
- Review and familiarize yourself with the children registration forms informing of their personal information (i.e. allergies, family style, birthdays, etc.);
- Must be willing and able to prepare and cook weekly meal/ snacks schedule for children (based on rotating schedule between other workers); and
- Other duties as required.

Professional Conduct:

- Cross cultural awareness, sensitivity and understanding;
- Respect your fellow employees, as well as the children at all times;
- No inappropriate language around or while attending to children;
- There is a zero tolerance for physical punishment of any kind, there will be a criminal investigation done by the RCMP should an incident occur;
- The self-esteem of the child must be kept in mind when being disciplined;
- Positive attitudes are always required, and if there is a misunderstanding, it must be effectively communicated in a professional manner; and
- Regular attendance must be obtained, and in the event that you will not be available, you must call in **2hrs prior** to the start of the shift.

Education, Knowledge and Experience:

- Diploma/ Certificate in Early Childhood Development and/ or other related field; OR
- Willing to train and complete (1) Early Childhood Development Course per annual employment with Dunena Ko'honete Ko to attain certification;
- First Aid/ CPR certification (or willing to obtain);
- Food Safe certification (or willing to obtain)
- Must be familiar with YG Child Care Act and other regulations as they apply;
- Must be able to demonstrate experience working/ supporting children within the age demographic of the teaching position;
- Must have knowledge of working/ supporting Aboriginal children, and families, as well as, other cultures; and
- Must have ability to participate as a team player within a group setting.

Impact and Accountability:

The decisions that you make on a daily basis will affect our children, such as, their safety, health and general well-being; therefore effective decision making skills is an

asset. Ineffective planning will have a direct impact on the children, as well as Dunena Ko'honete Ko, as a whole; therefore, serious thought and contemplation must be done in order for the program deliverable to be successful.

Working Conditions

The work environment is mainly situated at the Dunena Ko'honete Ko building; however, there will be outings and adventures outside the premises. Your physical effort will be needed in order to participate in children's activities, as well as, the need to lift and carry children as required. The position of a Child Care Professional does include stresses (i.e. the constant supervision of multiple children, abiding by strict guidelines, the planning of daily events, as well as following regular day to day operations).

Conditions of Employment

- Oath of Confidentiality and Conduct
- Security Clearance (Vulnerable Sector)
- Valid TB Test
- Valid First Aid /CPR
- A physical examination is required (able to reimburse upon hire)
- A copy of Immunization Record (current)
- Must be willing to train and complete (1) Early Childhood Development Course per annual employment with Dunena Ko'honete Ko to attain full certification.

Position Approval:

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Anita McGinty
Daycare Coordinator

Date

Ronalda Moses
Manager, Human Resources

Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Applicant

Date

Cc. Personnel File