



## Dunena Ko'honete Ko Daycare EMPLOYMENT OPPORTUNITY

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<b>Position Title:</b>	(2) Preschool Teachers
<b>Department:</b>	Education – Youth and Recreation
<b>Salary Range:</b>	Level 2 (In-training) Level 4 (Certified)
<b>Term:</b>	Regular Full Time 7.5 hours per day (75 hours bi-weekly)
<b>Closing Date:</b>	January 19 <sup>th</sup> 2018

### **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.

### **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.

### **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.

For a copy of the job description: [www.nndfn.com](http://www.nndfn.com)

### **Please submit your cover letter, resume (including 3 references) to:**

Anita McGinty, Daycare Coordinator  
P.O. Box 326, Mayo, Y.T Y0B 1M0  
Phone: (867)996-2190 Fax: (867)996-2193  
Email to: [daycare@nndfn.com](mailto:daycare@nndfn.com)