



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

**Position Title:** Infant, Toddler and Preschool Teacher  
**Department:** Daycare (FNNND Education)  
**Supervisor:** Daycare Coordinator  
**Status:** Casual – can obtain up to- 7.5 per da y- 75 hours biweekly  
**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 courteous of other staff members 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 (1-4 Infants, 1-6 toddlers, and 1-8 Preschool/afterschool) is met at all times, supervision, hygiene and etc.);

- Meet with the coordinator 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 infant and preschool teacher, to ensure healthy and progressive transitions;
- Attend any staff meetings or workshops that are being held as directed by the Coordinator or Manager, Education and Training; and

### **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
- Child Care Act must be read and acknowledged;
- Guidelines, and policies must be read and acknowledged;
- Experience with children is required, especially with the age group you are to teach;
- Knowledge of Aboriginal children, and families, as well as other cultures; and
- Experience in participating as a team player within a group setting.
- Willing to cook and prepare snacks and lunch.

### **Impact and accountability**

The decisions that you make on a daily basis will affect our children, such as, their safety, health and general wellbeing; 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, obiding by strict guidelines, the planning of daily events, as well as following regular day to day operations).

### **Conditions of Employment**

- Confidentiality
- Security Clearance
- Valid TB test results
- Valid First Aid /CPR
- A physical examination is required (costs \$125...will reimburse if hired)
- A copy of your updated immunization records

### **Agreement**

I, \_\_\_\_\_ have read and agree to all of the terms and conditions that have been stated in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: Payroll  
Human resources  
Personal File