



POSITION	Pre-School Education Coordinator
WAGE	\$ 60,000-\$68,000 per year - Depending on education and experience
STATUS	Full-Time (72hr pay period) 1 year contract – Continuation dependent on funding
LOCATION	Taku River Tlingit First Nation (TRTFN) in Atlin, B.C
SUPERVISOR	Education Manager
CLOSING	Until Filled
HOUSING	Relocation package is available for the right candidate

POSITION SUMMARY

Taku River Tlingit First Nation (TRTFN) is seeking a motivated and talented individual to join our education team to deliver high standards of care, protection and support to children for learning and developmental needs by assessing, and facilitating their physical, psychological, cultural, linguistic, emotional and recreational development.

DUTIES AND RESPONSIBILITIES

- Works as a team member collaboratively in planning with other related Taku River Tlingit First Nation staff in the assessment of children to support the determination of specific needs / requirements of individuals. Support the development and implementation of individual program plans and strategies.
- Utilize laughter, understanding, and creativity each day to create a warm, nurturing, and natural environment for the children served.
- Provide advice and support for families in relation to the educational opportunities available and progress being made.
- Assist other staff in planning, evaluating, and adjusting learning activities as appropriate.
- Practice policies and procedures relating to child protection, health, safety, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate and contribute to continuous professional development to ensure up to date knowledge and skills.
- Provide consistent and effective support in line with the requirements and responsibilities of your role. Utilize preventative interventions and de-escalating skills in individual and group situations; use crisis intervention techniques as necessary.
- Provide behavioral guidance and utilize developmentally appropriate practices, particularly regarding positive discipline and behavior support.
- Provide support for challenging behaviors, for example, aggression (hitting, biting) unsafe behavior (running, limited awareness of surrounding and personal safety), etc.
- Organize and prepare daily plans/strategies to encourage growth and independence.
- Writing review reports and other reports as necessary. Setting up and implementing personal care plans.
- Communicate child progress to parents and internal and external agencies/professionals, teaching and senior staff, to support achievement and progress of child and participate in case conferences as scheduled.

- Actively does proposal writing and seeks additional funding to assist with the positions program mandates and completes required program and financial reporting for TRTFN and funding agencies.
- Develop individual and group Jordan's Principal applications.
- Other related duties as required.

Working Conditions

- Work setting includes the childcare programming spaces which may include on the land activities.
- Interacting daily with parents, families to facilitate mentoring, programming, and to create engagement.

Knowledge, Skills, and Abilities

- Strong knowledge and awareness of Tlingit and Indigenous culture and history, with a knowledge also of the impacts of trauma and how culture can help develop confidence, pride in Identity, and healing.
- Experience working with children with developmental disabilities and mental health challenges.
- Familiarity with trauma-informed practice
- Dynamic and high energy individual
- Strong organizational, communication and interpersonal skills
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Proficiency in MS Office Suite

Training, Education & Experience

- 2-3 years of related experience working with children with challenging behaviors; a combination of education/demonstrated experience will be considered.
- ECE completion or at least two years of course work towards a Bed.
- Programming experience with Indigenous peoples and cultures would be considered a strong asset.
- Class 5 driver's license

CONDITIONS OF EMPLOYMENT

- Criminal Record and Vulnerable Sector Check
- References

APPLICATION PROCESS

To submit a resume or obtain further information contact:

Email: careers@gov.trtfn.com

Titled: **Pre-School Education Coordinator**

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.

