



POSITION	Early Childhood Educator Assistant
WAGE	\$20-23 Hourly Depending on experience and education
STATUS / Contract	Full Time
SUPERVISOR	Education Manager
Location	Atlin BC
Closing Date	Until Filled

POSITION SUMMARY

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Learning Centre (TFLC). Reporting to the Education Manager, the Early Childhood Educator Assistant is responsible for participating as a member of the team that provides a nurturing and age-appropriate education program for children in the Tlingit Family Learning Centre.

DUTIES AND RESPONSIBILITIES

Main duties must be in harmony with TFLC’s philosophy; integrate Tlingit language and culture where possible and provide school readiness.

- Create an atmosphere which is caring, stimulating and fun for children at the Tlingit Family Learning Centre.
- Organize space, equipment, and materials to create an environment which encourages the children’s exploration.
- Observe and assess developmental level of children and encourage each child’s efforts by providing meaningful commentary, by displaying work, etc.
- Perform other related duties as assigned by the Education Manager.
- Ensures that all actions and activities meet the CCEYA regulations.
- Maintains application of Health and Safety Standards.
- Supports projects and curriculum-based activities under the leadership of the classroom Early Childhood Educator/Supervisor
- Ensures the activities required for project based emergent curriculum are documented, maintained, and utilized when planning activities for the children in your group.
- Prepares, maintains, and supervises classroom and playground activities.
- Collaborates with Resource Consultants concerning implementation, set up of programs and activities for children with special needs.
- Advises the Supervisor of pertinent information concerning children and their families.
- Supervises field trips and community outings as required.
- Prepares and handles food according to standardized recipes to ensure food quality, safety, and quantity, as required.
- Performs duties as an Early Childhood Educator, as required.
- Performs housekeeping duties, as required.
- Performs other duties, as assigned.

EDUCATION, SKILLS AND EXPERIENCE

- **Valid ECEA Certificate (Mandatory)**

CONDITIONS OF EMPLOYMENT

Criminal Record Check (Vulnerable Sector)

References

Standard First Aid or Child Safe Certification

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trfn.com titled:

Early Childhood Educator Assistant

- 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.