

Registered Early Childhood Educator (RECE): Sivummut (INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children and youth and their families. Inuuqatigiit Centre is dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2022 -19
Position Title	Registered Early Childhood Educator
Posting Date	July 26, 2022
Closing Date	September 29, 2022
Start Date	ASAP
Hours	37.5 hours – Monday-Friday (availability to work between 8:00 a.m. - 5:00 p.m. with occasional evening and weekend hours)
Position Status	Determinate (End date June 30, 2023)
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Early Years the Early Childhood Educator plans and delivers a high quality and culturally-based Early Years program. This position offers a balance of child support and supervision and program development, with one day each week set aside for team planning.

KEY DUTIES AND RESPONSIBILITIES:

- Provide a stimulating, caring and culturally appropriate early learning environment for children ages 18months - 5 years
- Share in the responsibility for planning, preparing, and implementing curriculum to foster development in all developmental domains using a variety of group and individual activities
- Recognize and respond to the needs of each child by using developmentally appropriate teaching and child behaviour guidance and strategies
- Participate fully and consistently as a team member in caring for the children and in the overall operation of the program centre
- Complete weekly program and outdoor plans to be posted in the classroom
- Be familiar with and follow the Early Years annual workplans
- Be familiar with How Does Learning Happen document
- Be familiar with Inuit Qaujimagatuqangit
- Be familiar with the 6 Head Start Components
- Observe, monitor, and track each child's individual progress and development in accordance with learning goals the program and Inuuqatigiit Centre's policies and procedures
- Monitor health, safety, and well-being of children
- Responsible for the constant supervision, safety, and well-being of children in Early Years programs
- Document and assess children's development
- Understand and adhere to all regulations of the Early Learning and Child Care Act (e.g. child/staff ratios)
- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre's Early Years Policies & Procedures (e.g. daily log, incident reports, medication administration)
- Maintain program equipment in good repair and share responsibility for hygiene
- Sanitize toys as required and outlined in policies and procedures.

ACCOUNTABILITY

- Accountable for the well-being of children and staff
- Adheres to Inuuqatigiit Centre's Early Years Policy and Procedures
- Keeps child, parent, family related information confidential at all times
- Demonstrates effective time management skills.

WORKING RELATIONSHIPS

- Develop positive relationships with children and parents at Inuuqatigiit Centre
- Develop supportive and professional rapport with Early Years staff
- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre
- Work closely with other staff to help resolve problems arising in the delivery of programming
- Actively participate as a member of the Early Years team weekly team meetings and support fellow team members in delivery of services through open and regular communication.

EXTERNAL COMMUNICATIONS

- Communicate as required with parents about child's progress, including parent meetings, telephone calls, communication books, progress reports and parent teacher interviews
- Respond to parent enquiries on an on-going basis regarding their child's progress or daily activities
- Support the learning of children in a bi-cultural environment (Inuit and Western world views and ways of teaching and learning)
- Recognize the role of Elders and resource people in sharing traditional knowledge with children

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in caring for young children
- Regular physical activity associated with program activities
- Possible stress related to safety and security of children, program delivery and communications with parents
- Must have physical ability to access multi-story building and playground while taking care of children

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred
- Fluency in Inuktitut an asset
- Knowledge of the needs of Inuit children and families
- Knowledge of Inuit Qaujimajatuqangit, culture, and practices
- Knowledge of How Does Learning Happen document
- Early Childhood Education (ECE) diploma
- Registration with the Ontario College of ECE
- Minimum one-year experience working with preschool/toddler age children
- Minimum one-year experience working with Inuit or Indigenous communities
- Enthusiasm, flexibility, dedication, and commitment to children
- Ability to work in a collaborative staff team environment
- Knowledge of COVID-19 Policies in an Early Years setting
- First Aid/CPR certificate (or willingness to become certified) required
- Current Police Record Check – Vulnerable Sector required in keeping with Inuuqatigiit Centre's Personnel Policies and Procedures
- Medical certification of good health; TB test and other immunizations up-to-date; and
- Proof of COVID-19 vaccine (Dose 1 & 2)

HOW TO APPLY:

Please apply with a cover letter and up-to-date resume by September 29/22 to:

Inuuqatigiit Centre

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.