



# ʔAQ'AM

## JOB DESCRIPTION

<b>Position:</b>	Early Childhood Educator (ECE)
<b>Department:</b>	Community Health and Wellness
<b>Reports to:</b>	Daycare Manager
<b>Date:</b>	July 2019
<b>Position Type:</b>	Term Full Time

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### OVERVIEW

*ʔaq'am* is a member Community of the *ktunaxa Nation* (pronounced 'k-too-nah-ha'). *ʔaq'am* Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and values. As a team, through our own roles and departments, the *ʔaq'am* Organization works together to achieve our strategic plan – "*ka knitwitiyata ~ Our Thinking*", and continue to progress and move our Community forward.

### POSITION SUMMARY

The ECE is responsible for providing supervision and ensuring the safety of all children in *ʔaq'amnik* Daycare's care. Plan, organize, and facilitate age-appropriate educational programming and activities. Help children to gain independence with daily routines and communicate with parents on a regular basis.

### KEY RESPONSIBILITIES

- Supervise children at the *ʔaq'amnik* Daycare, ensuring their safety and well-being while in *ʔaq'am*'s care.
- Responsible for curriculum planning, gathering material, and facilitating educational activities to engage children in learning.
- Help children complete daily tasks and routines to gain independence and provide constant feedback and communication to build self-esteem.
- Prepare snacks and lunches on a daily basis.
- Maintain a clean and healthy environment for children.
- Keep in communication with other ECEs so all children are accounted for at all times.
- Observe children's behavior and development and discuss with parents as required.

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**Employee Initial**

## KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to effectively communicate and engage with children, parents, coworkers and stakeholders; ability to quickly build rapport and trust.
- Patient and approachable.
- Highly organized and good time management skills.
- Ability to keep calm under pressure and quick decision-making skills.
- Ability to plan and develop activities for children that are age-appropriate and engaging.
- Knowledge of applicable laws and regulations (e.g. Community Care and Assisted Living Act, Child Care Licensing Regulation, etc.).
- Demonstrated knowledge of Ktunaxa/Aboriginal people and Ktunaxa/Aboriginal culture is an asset.

## TRAINING, EDUCATION, AND EXPERIENCE

- Early Childhood Education (ECE) Certification and license.
- Physical and mental medical clearance letter from Doctor.
- Immunization records up to date, including current negative TB test.
- Previous experience in a similar capacity, supervising and working with children; experience developing learning activities is an asset.
- Completion of and possession of valid CPR and First Aid Certificate.
- Food safe certificate.
- Vulnerable Sector Check and Criminal Record Check clearance required.
- Valid BC Class 4 driver's license is an asset.

## CRITICAL SUCCESS FACTORS

The core of our business is serving the *ᐱᓐᓐᓐ* Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of *ᐱᓐᓐᓐ* and/or the Ktunaxa Nation. This understanding is gained from being a member of the *ᐱᓐᓐᓐ* Community and/or the Ktunaxa Nation, being from *ᐱᓐᓐᓐ* or Ktunaxa ancestry or from working with the Community and/or the Nation. If a person looking to join the *ᐱᓐᓐᓐ* Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.

The importance of being a team player, cooperative and dedication to the children cannot be stressed enough. The Daycare Centre requires a cohesive, positive, flexible and exuberant team to help prepare the next generation for success!

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**Employee Initial**

I have read, acknowledge, understand and agree to abide by and follow this document, and that other daycare related tasks may be required of me from time to time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations  
And Community Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Date