



Neskonlith Indian Band

739 Chief Neskonlith Drive
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POSITION TITLE: Switzmalph Child Care Centre

Team Lead Infant Toddler/Early Childhood Educator (Salmon Arm)

DEPARTMENT: EDUCATION DEPARTMENT

SUPERVISOR: NESKONLITH DAYCARE ADMINISTRATOR

TERM: FULL – TIME

Reference #: 2020 - 02

Job Summary:

Neskonlith Band is seeking applications for a Team Lead Infant Toddler Early Childhood Educator. Under the direction of the Daycare Manager, the Team Lead will work directly within the early childhood program, managing the daily operation and delivery of childcare services, along with providing care and creative programming for children in a group setting.

The key operational areas of responsibility are:

DUTIES AND RESPONSIBILITIES:

- Ensure the Infant/Toddler program meets all requirements of the Child Care Licensing Regulations daily.
- Adhere to the Child and Family Development Centre's philosophy and Schedule D&G of the Child Care Licensing Regulation
- Building a curriculum that is developmentally appropriate for children under 3.
- Prepare activity documentation to support childcare learning
- Cooperate with management and staff to individualize the curriculum and family services.
- Ensure guidance of children that encourages positive self-esteem.
- Ensure positive communications with parents/guardians.
- Contribute to the on-going operation of the Centre.

- Facilitate a respectful conflict resolution process when dealing with difficult staff and parent/guardian issues.
- Implement a problem-solving approach with practical solutions when faced with difficult situations.
- Maintain a neat, orderly and clean environment in all activity and program areas.
- Maintain confidentiality of all information related to the Centre, staff, children and their families.
- Encourage potty training and/or change diapers when needed.
- Supervising while children are eating and bottle feeding.
- Ensure that children are always safe and recognize children who are potentially at risk and take appropriate action.

The ideal candidate works well in a dynamic, collaborative, team environment; is flexible and organized; possesses excellent written and verbal communication skills; and the ability to effectively interact with young children, parents, teachers, and team members.

The Child Care Lead, will need to ensure that accurate administrative and financial records are maintained and reported on; that practices and procedures are streamlined so that they are efficient and cost effective in order to ensure the financial viability and sustainability of the Centre.

As the Switzmalph Child Care Lead, this position is responsible for the direct supervision of all Early Childhood Education. The IT ECE Lead will be expected to role model for the staff and community by acting professionally and by demonstrating an active, responsible, & healthy lifestyle.

Education & Qualifications

- Minimum of 3 years' experience working with children in an early childhood program and working in a cross-cultural and team environment is required
- At least 3 years of related experience in a management position involving significant responsibilities for program development and team management within an early childhood education environment is required
- Diploma in Early Childhood Education with post basic IT & SN
- Demonstrated ongoing commitment to attend professional development courses annually
- Current validated certificate of practice through ECE Registry is mandatory
- Must have current first aid and food safe certificates

Conditions of Employment:

1. A valid Early Childhood Education Certificate with Infant/Toddler and Special Needs
2. Criminal Record Clearance

3. Valid First Aid Certificate
4. Ability to obtain a doctor's certificate ensuring health is adequate for position
5. Letters of reference (3)
6. Immunization Status
7. Valid Food Safe certificate
8. Class 5 Drivers License

Please submit: Cover Letter and Resume to the Neskonlith Indian Band Attention: Tammy Thomas, Education Director

Via Email: necreception@neskonlithec.com or Mail to: Neskonlith Indian Band, PO Box 318, Chase, BC V0E 1M0. Via Fax: 250-679-2968.

Deadline date for applications: July 10, 2020 @ 4:15 pm.

We thank all applicants for their interest. Only those applicants who are under consideration will be contacted.