



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

## **Job Posting Early Childhood Educator (ECE)**

The Early Childhood Educator (ECE) will lead children in activities to stimulate and develop their intellectual, physical, and emotional growth and ensure their security and well-being. The successful incumbent will work under the direction of the Education Director, The McLeod Lake Indian Band, and in cooperation with staff to provide quality, inclusive childcare, and family support services. ECEs plan, organize and implement programs for children between the ages of infancy and 5 years. This full-time position is located on reserve in McLeod Lake and is thirty-five (35) hours a week with transportation provided to and from site.

### **Key Responsibilities:**

- Adhere to the Child and Family Development and Schedule Childcare Licensing Regulation.
- Build a curriculum that is developmentally appropriate for children under 3 and/or children 3-5.
- Prepare and deliver activity documentation to support childcare learning.
- Cooperate with management and staff to individualize the curriculum and family services.
- 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.
- Create meal plans and grocery shop for weekly meal plans.
- Drive into Mackenzie for Strong Start programs and AIDP 1 to 2 times per week.
- Perform other related duties as required.

### **Education and Experience**

- Certification for Early Childhood Educator Assistant, ECE and/or Infant Toddler License to Practice.
- Previous experience working in a First Nations community and/or organization is an asset.
- Previous experience of 1 year working with children in a childcare/recreation setting
- Valid First Aid/CPR Certificate.

Preference may be given to the following: Indigenous people with relevant experience; those with previous experience or a combination of skills and experience that demonstrate the ability to perform the duties of the position. Training will be provided to the successful candidate.

Please contact us for a full description of the position or to submit resumes and cover letters:

**Attention: HR Advisor**

Email: [hrdept@milib.ca](mailto:hrdept@milib.ca)

Posted: November 17, 2023