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## Eelūnaapéewi Lahkéewiit Early Learning Centre/ Teacher Assistant Job Description



**POSITION REPORTS TO:** The Teacher Assistant shall be under the supervision of the Eelūnaapéewi Lahkéewiit Early Learning Centre Director

**Summary of Position:** The Teacher Assistant will ensure the development and provision of a high quality, wholistic, culturally relevant and individual educational program. The Teacher Assistant will support and assist in all program service areas of the Eelūnaapéewi Lahkéewiit Early Learning Centre

### Program Delivery

- Follows through with the Child Care Licensing Manual and the Head Start Mandate
- Plans, implements and coordinates classroom activities
- responsible for working in program classroom
- Responsible for classroom management and instruction
- To provide for the safety and well being of the children during both on and off-site activities promoting the six components of Head Start
- Ability to communicate effectively and professionally to parents, staff and community partners
- Creating and planning activities for individual children and groups according to the child's developmental level in accordance with "How Does Learning Happen?"
- Maintain regulated and required documentation, reporting and record keeping
- Conduct monthly fire drills
- To organize space, equipment and materials to allow child experiences
- Complete daily playground inspections
- Any other relevant duties as assigned by the Eelūnaapéewi Lahkéewiit Early Learning Centre Director

### Administrative

- Develop and monitor an annual work plan and calendar
- To ensure daily recording of names, ages and parent/caregivers name, and making note of any special needs; developmental assessments, allergies, dietary concerns or other relevant matters.
- Designs learning activities utilizing the High Scope curriculum and assessment tool as well as other available resources.
- Attend meetings and training as required by the Early Learning Centre Director.
- Submit regular reports and maintain licensing requirements to the Director and complete any other reporting as required by funding and licensing sources.
- Maintain active, accurate and confidential filing system
- Is aware of and adheres to the current policies and procedures of the Eelūnaapéewi Lahkéewiit, Early Learning Program as well as be familiar with the Child Care and Early Years Act.

### Location:

Eelūnaapéewi Lahkéewiit  
14762 School House Line  
R. R. #3  
Thamesville, Ontario  
N0P 2K0

### Industry

Early Childhood  
Education

### Job Status:

35 hours per week  
ONE YEAR CONTRACT

### Salary:

TBD

### Closing Date EXTENDED:

November 12th , 2021  
@4:00 p.m.

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## QUALIFICATIONS

- Early Childhood Education Diploma from an accredited post-secondary institution preferred
- Experience working with Aboriginal children, their parents and their communities
- Knowledge of the Lunaapeew Language and Culture would be an asset
- Strong interpersonal skills, excellent planning skills, excellent oral and written communication skills
- Must be computer literate
- Ability to work cooperatively in a team approach and maintain confidentiality
- Must be willing to take training as needed
- Ability to work flexible hours
- Must provide copy of recent criminal reference check with vulnerable sector search
- Medical Certificate and First Aid/CPR due upon employment
- Ontario driver's license would be an asset

## TERMS OF POSITION

Employment Term: 35 hours per week – One Year Contract.

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (flexible hours required)

## CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter, Resume, and 3 references (2 work related & 1 personal)** to:

Director of Operations  
Eelūnaapéewi Lahkéewiit Administration Office  
14760 School House Line,  
Thamesville, Ontario N0P 2K0

**Marked: CONFIDENTIAL – ELC/TEACHER ASSISTANT**

**By: NOVEMBER 12th, 2021 @ 4:00 p.m.**

*Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.*

*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.*

*Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*