



MISSISSAUGA FIRST NATION
Job Posting

Position	Teacher
Accountability	Day Care Manager
Department	Education
Employment Status	Two Year Contract (with possible extension)
Hours of Work	Various hours of work
Approved	
Last Updated	June 12, 2017

JOB PURPOSE / SUMMARY

The Day Care Teacher will ensure that the Day Care children receive excellent child care services in the assigned classroom in accordance with the Program Statement of the Center and provincial and federal legislation and guidelines.

SCOPE

The Day Care Teacher will report to the Day Care Manager and will work with Head Teacher to provide high quality, professional day care services by monitoring and supervising children in the assigned classroom.

KEY JOB FUNCTIONS

- To supervise the children in free play, in designated programming areas and to guide them in their physical, social, cultural, mental and emotional development in accordance with the Program Statement of the Mississauga Day Care.
- Work with children in groups while retaining sensitivity to each child's individual needs and allowing them to find solutions and alternate ways to explore.
- Carry out programming for the children using "How Does Learning Happen" Think, Feel, Act and ELECT documents as the guide.
- To maintain appropriate day to day liaison with parents as often and possible.
- To be responsible for the preparation of play areas and daily playground check and provide open ended play materials for explorations.
- Document with pictures and write ups of the learning taking place to share with families from the "How Does Learning Happen" Think, Feel, Act and ELECT documents.
- To assist the Program Manager when needed.
- To attend staff and general meetings and other meetings such as education meetings, if required.
- Keep Head Teacher and Program Manager advised of any pertinent information regarding parents, children, or any other issues of concern.
- To be responsible for general duties such as tidying cupboards, checking washroom supplies, washing and sterilizing equipment
- Ability to work as a team member.
- To be familiar with and follow the Mississauga Day Care Program Statement and the Child Care and Early Years Act 2014.
- To be able to plan using the Ministry "How Does Learning Happen" and other Ministry of Education literature to enhance play and learning experiences.

- To assist the children with Native Culture such as singing, drumming, dancing and smudging.
- To supervise students/teachers with children during indoor and outdoor play as required.

Expectations:

- Must be sensitive and responsive to the needs of children, parents and staff from all cultural backgrounds.
- Must act in a professional manner when carrying out the duties described in the job description.
- Must take all reasonable measures to uphold the regulations and standards as they are outlined in by the College of E.C.E. and Child Care and Early Years Act, Program Statement, Child Abuse Policy, Playground Policy, and the Personnel Policies and Procedures, as well sign off annual policies.
- Must take all every effort to attend all of the Centre’s functions held at times other than the facilities operating hours. This shall include conferences, training or anything related to the ongoing operation of the Centre.
- Must have the skills, knowledge and experiences to ensure that the objectives and goals of all programs are being implemented.
- Must be able to establish a good working relationship with all members of the staff.
- These duties are not be considered all inclusive
- Must be flexible with work hours rotating shifts (8:00 am – 4:00 pm and/or 9:00 am -5:00 pm).

MINIMUM QUALIFICATIONS

Education and Experience

- Post Secondary Early Childhood Educator Diploma and Registered in good standing with the College of E.C.E..
- Work experience in a Day Care setting will be considered.
- Must be sensitive and responsive to the needs of children from different cultural backgrounds.
- Must act in a professional manner when carrying out the duties as described in the job description.
- Must be able to establish a good working relationship with all members of the staff.

Other Qualifications

- Must have current First Aid and CPR – Infant, Child Adult certification.
- Must provide medical certificate and copy of immunization.
- Must be able to lift a minimum of 30 lbs.
- Must provide Criminal Record Check and Vulnerable Sector Check from the Canadian Police Information Center (CPIC).

Knowledge

- Knowledge of Mississauga First Nation programs and services.
- Must have knowledge of the “How Does Learning Happen” Think, Feel, Act and ELECT documents.
- Knowledge and understanding of Aboriginal culture and traditions.
- Knowledge of the Occupational Health and Safety Act as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.

Skills

- Excellent interpersonal skills.
- Excellent communication skills.
- Excellent organizational skills.
- Excellent time management skills
- Ability to work independently and within a team environment.
- Ability to take initiative and meet deadlines.
- Ability to work flexible hours.
- Ability to complete repetitive tasks.

Personal Attributes

- Caring attitude, tact, patience, and good personal hygiene.
- Must be in good physical and mental health.

WORK LOCATION - Day Care Center located at 36 Ella Drive, Daycare Road, Mississauga First Nation.

TO APPLY:

Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be in person. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

MAIL: Rita Chiblow, HR Advisor
Mississauga First Nation
P.O. Box 1299
Blind River, Ontario P0R1B0
Marked: CONFIDENTIAL

EMAIL: ritac@mississaugi.com

FAX: 705-356-1740

Deadline: Friday, February 02, 2018 at 4:00 pm

Thank you to all applicants however only those selected for an interview will be contacted.