

**Administration Office**

289 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.5156

**Executive Services**

279 Jubilee Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.5396  
fax: 519.289.2784

**Community Centre**

533 Thomigo Road  
Muncey, ON N0L 1Y0  
telephone: 519.289.2957  
fax: 519.289.2883

toll-free: 1.800.298.7137  
[www.munsee.ca](http://www.munsee.ca)

## **EMPLOYMENT OPPORTUNITY**

### **Assistant Early Childhood Educators**

**TERM:** Permanent Full-Time, 40 hours per week, Monday to Friday, shifts between 7:30 am to 5:30 pm.

**SALARY:** TBD-Based on qualifications and experience

**POSTING DATE:** September 17, 2024

**CLOSING DATE:** OPEN UNTIL FILLED

**JOB SUMMARY:**

Under the immediate supervision of the Munsee-Delaware Nation Child Care Supervisor, the AECE is responsible for the safety, health and well-being of children in the center. General responsibilities include the preparation of weekly program plans that reflect the needs of the individual child, general upkeep of toys, equipment and the Child Care Centre premises. The ideal candidate will be willing to learn basic Lunaape language that could be implemented into daily routines and activities. Munsee-Delaware Nation Child Care provides training opportunities and educational advancements.

**DUTIES AND RESPONSIBILITIES:**

1. Planning and implementing program plans that provide age-appropriate play materials which continue to promote the safety, well-being and supports the interests of the children.
2. Rotates equipment in all areas at least twice per month, or when the children lose interest in the equipment.
3. Ensures equipment and furnishings are suitable to age and developmental levels to meet their physical, cognitive, language and social development.
4. Responsible for promoting positive feelings and self-esteem in children.
5. Providing parents of a progress report semi-annually as to how their children are progressing in the program.
6. Incorporating basic Lunaape Language into daily classroom routines.
7. Using playroom and creative supplies sensibly and keeping creative shelves in a neat and orderly manner;
8. Keeping playrooms, clean, neat, appealing and stimulating.
9. Planning in conjunction with co-workers, a yearly curriculum.

Disclaimer - This list is meant to be representative, not exhaustive.



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#### **SKILLS AND KNOWLEDGE:**

1. Early Childhood Development and Planning for the health, safety and well-being of the children.
2. Knowledge of completing injury reports and monthly reports for parents.
3. Must be highly organized.
4. Strong First Aid/CPR skills.
5. Effective verbal and listening communications skills.

#### **QUALIFICATIONS:**

1. Attending Early Childhood Education Program from a recognized post-secondary institute and enrollment with college or related social, educational programs;
2. Secondary School Diploma or General Equivalent Diploma **REQUIRED**.
3. Experience working with First Nations children and/or families, **ASSET**.

#### **REQUIREMENTS:**

1. The successful candidate will provide a current VS-CPIC, at own expense, prior to starting employment.
  2. The successful candidate must provide a health assessment, an immunization record and a negative TB skin test.
  3. The successful candidate must provide a current First Aid/Infant CPR Certificate, before starting employment.
  4. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.)
1. Interested Applicants: Please mail, email or fax your resume, cover letter, copy of your qualifications, and three current work-related reference letters. 1 -character reference and other supporting documentation in a sealed envelope marked "**Assistant Childhood Education Application**" to:

Deborah Antone, Employment & Training/Human Resources Coordinator  
Munsee-Delaware Nation  
289 Jubilee Road  
Muncey, Ontario  
N0L 1Y0

Email: [applications@munsee.ca](mailto:applications@munsee.ca)

Fax: 519-289-5186

***While we appreciate all the interest, only those candidates selected for an interview will be contacted.***