

**CHIPPEWAS OF KETTE AND STONY POINT FIRST NATION**

**JOB POSTING**



**PROGRAM AREA:** Head Start/Day Care Program  
**POSITION TITLE:** 8 Week Summer Student Classroom Assistant  
**REPORTING PROTOCOL:** REPORTS DIRECTLY TO HEADSTART/DAYCARE PROGRAM MANAGER

**POSITION SUMMARY:**

Under the direction of the classroom teacher provide support to families, children, staff and other service providers and ultimately the community to increase their comfort level for accessing services or programs.

**PRIMARY DUTIES:**

**CLASSROOM TIME:**

- Assist with activities that enhance their social, emotional, cognitive, physical and language development.
- Follow a consistent schedule for the children which includes greeting time, small/large group, work time, planning time, recall, outdoor time, quiet time, personnel hygiene, two snacks, lunch time, and effective transitions between these activities.
- Encourage experimentation, exploration, problem solving, cooperation, socialization and choice making, ask open-ended questions and listen respectfully to the child's answer.
- Outdoor time is a carefully planned extension of the children's learning experiences within the indoor environment; therefore all developmental needs of the children are planned for and carried out.
- Bring to the attention of the Program Manager, any concerns regarding safety and/or policies.
- Clean the classroom throughout the day
- Other duties as assigned by classroom teacher.

**SECONDARY DUTIES:**

**COMMUNICATION:**

- Act as an advocate for children and families

**NOTE:** All communications are potentially sensitive and are subject to the Head Start/ Day Care Program's policy on confidentiality.

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Valid First Aid and CPR Certificate
- Valid Criminal Reference clearance
- Vulnerable person's check
- Must adhere to the Employment Manual of the Chippewas of Kettle & Stony Point First Nation

**SKILLS REQUIRED:**

- Ability to retain the mission/vision of the Head Start/Day Care Program.
- Knowledge of the Ojibwe culture and language.
- Knowledgeable of resources available to children 0-6 years of age and their families.
- Excellent communication skills, both written and verbal
- Excellent organizational skills.
- Excellent time-management skills, the ability to follow a schedule.
- Ability to work collaboratively with the centre staff and other service providers/professionals.
- Ability to work in a team atmosphere, as well as independently and collaboratively.
- Ability to work with families and community in a sensitive, caring and confidential manner.
- Ability to respond to an emergency or crisis situation, should one arise.

**Additional Criteria:**

- Must be a band member of the Chippewas of Kettle & Stony Point First Nation
- Must be between 15 and 30 years of age (proof will be required)
- Must have been a full time student as of most recent school year term (spring) (proof will be required)
- Must be enrolled as full time student in September 2017 (proof will be required)
- Must be a high school or post-secondary student (ALC/ACE/GED programs do not qualify)
- Successful applicant must be able to provide a CPIC-Vulnerable Sector before beginning employment
- Must have valid First-Aid/CPR
- Applicants must register with Four Winds Business and Training Center and Employment Service Access prior to employment

**Please submit your application to:**

Four Winds SSEP 2017  
Address: Indian Ln, Kettle and Stony Point FN, ON N0N 1J1  
Phone: (519) 786-5731

In order to be considered for an interview your application must include:  
Cover letter, resume & three references (work related references required)  
Chippewas of Kettle & Stony First nation gives preference to First Nation applicants for any employment opportunities as per Section 16 (1) of the Canadian Human Rights Act.  
Only successful candidates will be called for an interview. The successful candidate must provide a Police record Check (C.P.I.C) and be willing to sign a background consent form and follow the Employment Manual.

Deadline: All applications must be received by 4 PM Thursday June 22, 2017