

Teme Augama Anishinabek

Job Description

Position Early Childhood Educator

Department Daycare

Position Reports To Daycare Supervisor

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Early Childhood Educator is responsible for creating and maintaining a safe, nurturing, engaging, and culturally supportive early learning environment that promotes the overall growth and development of children. The role supports children's cognitive, emotional, social, physical, spiritual, and behavioural development through developmentally appropriate programming, structured routines, play-based learning, and positive relationship building. The Early Childhood Educator plans and delivers programming that reflects children's individual strengths, interests, developmental stages, and cultural identities while supporting school readiness, emotional wellbeing, and positive social interaction. The position plays an important role in fostering children's confidence, curiosity, independence, communication skills, and sense of belonging within the learning environment. The Early Childhood Educator works collaboratively with children, families, caregivers, Elders, community supports, and other daycare employees to ensure programming aligns with licensing requirements, organizational policies, health and safety standards, and the values of Teme Augama Anishnabek. The role supports culturally respectful learning opportunities and contributes to creating a welcoming environment grounded in care, inclusion, respect, and community connection.

Primary Responsibilities

Program Planning, Learning Support and Child Development – 35%

Plans, organizes, and delivers age-appropriate early learning activities that support children's cognitive, emotional, social, physical, and creative development through structured learning, exploration, and play-based experiences. Develops daily, weekly, and seasonal programming that encourages curiosity, confidence, independence,

communication, and positive interaction with others. Creates engaging classroom environments and learning opportunities that support literacy, numeracy, fine motor skills, sensory development, outdoor learning, creative expression, and cultural learning experiences. Incorporates storytelling, music, movement, hands-on activities, land-based learning opportunities, and culturally respectful practices into programming whenever appropriate. Observes and assesses children's development, behaviour, participation, and learning needs to support individualized learning approaches and positive developmental outcomes. Adjusts programming, routines, and interactions to meet the varying emotional, behavioural, developmental, and learning needs of children within the program. Supports children during transitions, meal times, rest periods, learning activities, and group interactions while encouraging independence, confidence, and age-appropriate self-help skills. Maintains an environment that promotes inclusion, emotional safety, positive routines, and a strong sense of belonging for all children. Uses strong communication, organization, observation, and problem-solving skills to support responsive learning environments and maintain effective program delivery within a busy childcare setting.

Child Guidance, Supervision and Safety – 25%

Provides active supervision of children at all times to ensure their safety, wellbeing, emotional security, and positive participation within indoor, outdoor, and community-based environments. Maintains awareness of children's activities, behaviours, interactions, and emotional needs while responding quickly and appropriately to incidents, conflicts, injuries, or behavioural concerns. Uses positive guidance strategies and developmentally appropriate approaches to encourage respectful behaviour, cooperation, emotional regulation, problem-solving, and healthy peer relationships. Supports children in learning social skills, managing emotions, resolving conflict, and participating successfully in group environments. Maintains calm, patient, and supportive interactions with children while modelling respectful communication, positive behaviour, and healthy relationship-building practices. Supports children experiencing behavioural, emotional, developmental, or social challenges through encouragement, consistency, routine, and individualized support strategies. Ensures classroom spaces, toys, learning materials, outdoor play areas, and equipment are maintained in a safe, clean, and organized condition. Follows all organizational health and safety procedures, emergency protocols, supervision standards, infection prevention practices, and childcare regulations to maintain a safe learning environment. Recognizes and responds appropriately to signs of illness, distress, injury, neglect, or safety concerns and follows required reporting procedures, documentation requirements, and organizational protocols.

Documentation, Licensing Compliance and Administrative Support – 15%

Maintains accurate and organized documentation including attendance records, incident reports, behavioural observations, developmental notes, medication logs, meal records, communication logs, and daily program documentation as required by licensing regulations and organizational policies. Supports compliance with childcare licensing standards, health regulations, workplace policies, and safety requirements by ensuring records, classroom practices, and daily routines meet required standards. Assists with preparation for licensing inspections, audits, program reviews, and health and safety monitoring activities. Completes required documentation in a timely, confidential, and professional manner while maintaining accuracy and attention to detail. Supports the maintenance of confidential child and family information in accordance with privacy expectations, professional standards, and organizational procedures. Uses computers, tablets, or digital systems to support documentation, communication, scheduling, reporting, and program planning activities as required within the daycare environment. Assists with maintaining inventory of classroom materials, learning supplies, sanitation products, and program resources and communicates supply needs to the Daycare Supervisor.

Family Communication and Community Relationships – 15%

Builds positive, respectful, and supportive relationships with parents, caregivers, families, Elders, and community supports to encourage collaboration, trust, and shared involvement in children's learning and wellbeing. Communicates regularly with families regarding children's daily activities, routines, achievements, developmental progress, behaviours, and any concerns requiring attention. Supports welcoming and respectful communication that promotes positive relationships between home and program environments. Provides families with information regarding classroom activities, learning experiences, program expectations, and child development in a professional and approachable manner. Supports family participation in cultural activities, special events, celebrations, and daycare initiatives whenever possible. Maintains professionalism, confidentiality, cultural sensitivity, and respectful communication when interacting with families, children, community members, and external service providers. Supports culturally respectful programming and learning opportunities that reflect Anishnabek values, traditions, identity, community connection, and respect for children and families.

Team Collaboration, Professional Development and Other Duties – 10%

Works collaboratively with daycare employees, assistants, supervisors, support workers, and other education employees to maintain consistent programming, positive teamwork, and quality childcare services. Assists coworkers with classroom routines, supervision responsibilities, transitions, and daily operational needs as required. Participates in employee meetings, case discussions, planning sessions, professional development opportunities, cultural learning activities, and required training sessions to support continuous learning and program improvement. Maintains professionalism, reliability, flexibility, and positive working relationships while contributing to a respectful, inclusive, and supportive workplace culture. Demonstrates the ability to work independently, manage competing priorities, and adapt to changing program needs within a busy childcare environment. Supports special events, outings, cultural activities, land-based learning opportunities, and community programming connected to the daycare and education department. Performs other related duties consistent with the position as assigned by the Daycare Supervisor or designate.

Qualifications

Education and Experience

Diploma in Early Childhood Education from a recognized post-secondary institution. Registration in good standing, or eligibility for registration, with the College of Early Childhood Educators or applicable professional regulatory body. Experience working within licensed childcare, daycare, preschool, Head Start, or early learning environments is preferred. Experience supporting children with diverse developmental, emotional, behavioural, or learning needs is considered an asset. Knowledge of child development principles, early learning practices, play-based programming, inclusive learning environments, and positive behaviour guidance approaches. Understanding of Indigenous culture, traditions, family values, and community-based learning approaches is considered a strong asset.

Certifications, Licences and Requirements

Satisfactory Criminal Record Check with Vulnerable Sector Search. Current First Aid and CPR Certification, or willingness to obtain. Proof of immunizations as required under childcare regulations. Ability to work flexible hours when required for programming or events. Valid Class G Driver's Licence considered an asset

Physical and Sensory Demands

The position requires frequent standing, walking, bending, lifting, crouching, floor play, and active participation in classroom and outdoor activities with children. The role involves continuous interaction, supervision, and responsiveness within active childcare environments. The Early Childhood Educator must maintain strong situational awareness, emotional regulation, patience, and the ability to respond effectively to multiple demands, behavioural situations, noise levels, and changing classroom needs throughout the workday.

Work Environment

Work is performed within daycare classrooms, indoor and outdoor learning spaces, playground environments, and occasional community-based settings. The environment involves frequent interaction with children, families, employees, and visitors in active and fast-paced settings. The role may involve exposure to noise, bodily fluids, illnesses, outdoor weather conditions, and emotionally demanding situations associated with childcare and family support environments. Other duties consistent with this position may be assigned.

Health and Safety Statement

Teme Augama Anishnabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____