

INTERNAL/EXTERNAL POSTING



Ottawa Inuit
Children's
Centre

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JOB POSTING ECE Teacher

The Ottawa Inuit Children's Centre is a non-profit, community-based organization dedicated to providing Inuit children with a learning environment that will enhance their overall development; fostering positive parenting through support and education; and promoting the retention of the Inuit culture and language.

We are seeking an Early Childhood Educator (ECE) for an indeterminate full-time position (school year).

Position: Early Childhood Educator

Hours: 35 hours a week

Salary: \$18.75 - \$25/hr depending upon qualifications

Summary of Key Duties/Responsibilities:

Under the direct supervision of the Manager of Early Years, the Early Childhood Educator plans and delivers a high quality and culturally-based Early Years program.

- Provide a stimulating, caring and culturally appropriate early learning environment for children ages 1.5-6;
- Share in the responsibility for planning, preparing and implementing curriculum to foster development in all developmental domains using a variety of group and individual activities;
- Recognize and respond to the needs of each child by using developmentally appropriate teaching and child behaviour guidance strategies;
- Participate fully and consistently as a team member in caring for the children and in the overall operation of the program and centre;
- Complete weekly program and outdoor plans to be posted in the classroom and distributed to parents on a monthly basis;
- Be familiar with and follow the EY annual workplans;
- Document and assess children's development;
- Observe, monitor and track each child's individual progress and development in accordance with learning goals the program and OICC policies and procedures;
- Monitor health, safety and well-being of children;

- Understand and adhere to all regulations of the Early Learning and Child Care Act, e.g. child/staff ratios;
- Responsible for the constant supervision, safety and well-being of children in EY programs;
- Comply with all recording and reporting requirements outlined in OICC policies and procedures e.g. daily log, incident reports, medication administration.

Qualifications:

- Inuit descent preferred;
- Fluency in Inuktitut an asset;
- Knowledge of the needs of Inuit children and families;
- Early Childhood Education (ECE) Diploma or equivalency required;
- Registration with the Ontario College of ECE
- One year experience working with preschool/toddler age children;
- One year experience working with Inuit or Aboriginal communities;
- Enthusiasm, flexibility, dedication and commitment to children;
- Knowledge of the needs of Inuit children and families;
- Ability to work in a collaborative staff team environment;
- Ability to function effectively in a high stress, high noise environment;
- First Aid/CPR Certificate (or willingness to become certified) required;
- Police Record Check required in keeping with OICC Personnel Policies and Procedures;
- TB test and other immunizations up to date, and medical certification of good health.

Please apply by 5:00 p.m. on Friday February 10th 2017 to:

Hiring Committee
 Ottawa Inuit Children's Centre
 230 McArthur Avenue
 Ottawa, ON K1L 6P5
 Fax to: (613) 744-7629 or e-mail to: earlyyearsmanager@ottawainuitchildrens.com

***We thank all who apply for this position.
 Only those applicants selected for an interview will be contacted.***

This position is dependent upon funding approval.