



**Summer Student Employment Opportunity
May to September 2024
Early Childhood Educator Assistant
1 position for each site New Liskeard and Kirkland Lake**

Tasks and Responsibilities

The Early Childhood Educator Assistant will join our in-house team of early childcare educators (ECE) and assist them with the delivery and design of a quality, Indigenous-led learning program that meets the developmental needs of the children. This program is play-based and is designed to follow the children's interests and needs. As we operate a licensed Indigenous childcare centre, our program is aligned with the requirements of the CCEYA (Ministry of Education – Child Care and Early Years Act). The Early Childhood Educator Assistant will be working with children between the ages of 0-12 years of age. Some of the tasks and responsibilities that they will take on over the course of their summer role are the following:

- Create opportunities through daily experiences that enable children to explore, wonder about, care for, and make connections to the natural environment
- Foster a welcoming classroom environment by supporting positive and responsive interactions among the children, families, Wisdom Keepers, educators, and staff
- Assist ECEs as they deliver our Indigenous-focused curriculum by gathering cultural supplies, looking for opportunities to incorporate Indigenous teachings into programs, and coordinating visits from Wisdom Keepers, cultural teachers (Knowledge Keepers), and other staff
- Monitor children both inside and outside of the classroom (i.e. on the land activities and in the playground) to ensure their safety and security
- Model professional values, beliefs, and behaviours with children, families, and colleagues
- Bring forward parental issues of important to the supervisor on an as-needed basis
- Work cooperatively, ethically, and respectfully with other educators and support each other's professional development
- Maintain confidentiality when handling children or family circumstances that may arise
- Supporting the ECE team with other duties as needed

We strongly encourage you to self-identify if you are of Indigenous ancestry or are a community affiliate.

If you would like more information about the role please reach out to hr@keepersofthecircle.com

Inclusion, Diversity, Equity & Accessibility

We advocate for the presence and contributions of all people regardless of race, colour, religion, age, genetic status, sex, military status, or disability that does not prohibit performance of essential job functions. As an Indigenous organization, Keepers of the Circle has an affirmative action policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing hr@keepersofthecircle.com – we are happy to work with you on accommodation requests.

How To Apply: Applications will be accepted until **Friday May 3rd, 2024**. Please send your resume, cover letter and related documents to hr@keepersofthecircle.com with the subject title “Summer ECEA Job Application – (Your Name).”