



Conayt Friendship Society  
**Employment Opportunity**  
**Aboriginal Head Start ECE Assistant**

Conayt Friendship Society is looking for a qualified and motivated individual for the position of Early Childhood Educator Assistant. Early Childhood Educator work as a team to provide a caring, safe, and nurturing environment and age-appropriate program for children 0 - 6 years of age.

**General Responsibilities:**

- Follow BC childcare licensing regulations, Aboriginal Head Start policies and procedures, Conayt Aboriginal Head start Policies
- Discuss the program's daily events with family members at drop-off and pick-up times, connect and assist the elders
- Adhere to Conayt Aboriginal Head Start Staff Manual and Parent Handbook
- Provide a daily balance of active/quiet, indoor/outdoor, and individual/group activities
- Carry out a daily schedule that incorporates child-directed activity, care routines and transitions times
- Set up daily routines to take advantage of embedded learning opportunities that surrounds the 6 components of the Aboriginal Head Start
- Organize space, equipment, and materials prior to activities.
- Provide experiences that promote children's understanding of their own and other cultures and value system.
- Plan and carry out activities that promote problem-solving play with the Lead teacher of the room.
- Represent and document children's activities-display of children's drawings and printing, portfolios
- Participate in short- and long-term planning
- Seek out opportunities to recognize and celebrate new developmental achievements.
- Encourage and assist each child in carrying out daily routines.
- Provide daily opportunities for each child to choose to be alone.
- Engage each child individually each day.
- Observe how children use the materials and interact with each other and adults.
- Use observations to expand play and plan activities that recognize individual differences.
- Work with resource staff and other specialists to plan, carry out and review individual program plans.
- Set reasonable behavior expectations
- Provide positive guidelines such as re-directing, positive language, and reinforcement.
- Immediately address problem behavior without labeling the child.
- Establish enjoyable daily eating routines.
- Attend to children's physical needs for diapering, toileting, eating and sleeping
- Seek out opportunities to recognize and respect family's child rearing practices

**Qualifications:**

- Basic ECE
- First-Aid/CPR certification
- Valid Driver's License
- Compliance with Conayt Friendship Society COVID-19 Vaccination Policy
- Ability to build and maintain positive relationships with children, parents, and co-workers and ensure consistent positive, professional communications with them
- Fluent in knowledge of child-care development, guidance and discipline, routines, and transitions
- Strong work ethic: self-motivated individual who has initiative
- Ability to assist with set up of classroom to facilitate a positive, cultural, learning environment for children
- Ability to manage time efficiently and multi-task in a dynamic environment
- Track record of being able to work collaboratively in a team, but also able to work independently with initiative
- Creative and independent problem solver

The successful candidate must pass a Criminal Record Check. As per section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry.

*We thank all individuals for their interest, however, only candidates selected for interviews will be contacted.*

***Position open until filled***

*Please Submit a cover letter and resume to: Cassandra Joseph, Program Director Email: [programdirector@conayt.com](mailto:programdirector@conayt.com)*