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CAREER OPPORTUNITY – Early Childhood Educator

Staffing Process Number: FCCD-2025-005

The Fort Chipewyan Community Daycare is seeking to fill **one (1)** full-time, permanent position of **Early Childhood Educator (ECE)**, consisting of up to 5 days on, 2 days off: 7.5-hour days, and 37.5 hours per week, with willingness to work variable shifts including evenings, weekends and holidays. The schedule may change from time to time to meet operational requirements.

The role reports to the Daycare Director or designate; and is responsible to develop and implement child-care programs that supports and promotes the physical, cognitive, emotional and social development of children; plans and maintains an environment that protects the health, security and well-being of children; and engages children in activities by telling stories, teaching songs and preparing crafts, etc. This is a local position to **Fort Chipewyan, AB.**, and the successful candidate is responsible for their own accommodations and transportation.

GENERAL RESPONSIBILITIES:

- Respect and adhere to company policies and expectation shared in the employee handbook
- Develop and implement child-care programs that support and promote the physical, cognitive, emotional, and social development of children.
- Lead activities by reading stories, teaching songs, introducing Indigenous language or games, introducing hygiene, healthy eating, and variety of physical, literacy and cognitive activities.
- Provide opportunities to express creativity through the media of art, dramatic play, music, and physical activity.
- Guide and assist children in the development of proper eating, dressing, and toilet habits.
- Establish and maintain collaborative relationships with management, co-workers, families, and community service providers working with children.
- At all time meeting children's needs by maintaining a high-quality environment that protects the health, security, and wellbeing of children.
- Attend staff meetings and professional development opportunities, as required. Work in partnership with the team to maintain cleanliness and organization of classroom materials.
- Ensure accidents must be reported immediately to the Director and incident reports are written for the parents' reference. Discuss the program's daily events with family members at drop-off and pick-up time.

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- Provide experiences that promote children's understanding of their own and other cultures and value system.
- Use observations to expand play and plan activities that recognize individual differences.
- Set reasonable behaviour expectations, provide positive guidelines such as re-directing, positive language, and reinforcement.
- Engage and interact with each child individually each day.
- Other duties as assigned.

JOB QUALIFICATIONS:

- Early Childhood Educator Certification; Level 1 Early Childhood Educator, or Level 2 Early Childhood Educator, or Level 3 Early Childhood Educator. Please note: Level 1 certification/training may be provided to candidates who are not certified; however, you must be certified within 6 months of employment and must not have unsupervised access to children until certified.
- 1-3 years of ECE experience, is an asset.
- Knowledge of program planning for young children.
- Knowledge of licensing regulations.
- Ability to Supervise, Level 3 Early Childhood Educator candidates only.
- A valid Class 5 Driver's Licence; and own or access to a reliable vehicle.
- Ability to speak, read, and write in English.
- Vulnerable Sector Check is a requirement.
- Exceptional interpersonal and communication skills.
- Strong organizational skills.
- Must be dependable and reliable.
- Ability to lift no more than 50 pounds.
- Ability to work independently and as a team member.
- Willingness to cross train.
- Willingness to work in a diverse workforce.
- Willingness to sign a Confidentiality Agreement.

Salary will be dependent on experience and qualifications.

Interested applicants are invited to e-mail a covering letter and resume quoting

Staffing Process Number: FCCD-2025-005, in confidence to: HR@acfn.com.

Closing Date: Resumes will be accepted until a successful candidate is found.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given Indigenous People.

Marsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.