



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step-By-Step Child and Family Center
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JOB OPPORTUNITY

Internal/External

POSITION: Two (2) Teacher/Classroom Coordinators

DURATION: Fifty-two (52) week determinate full-time contract with possibility of permanency – six (6) month probationary period

TERMS: Start date: August 14, 2019
Tentative end date: August 14, 2020

SUPERVISION: Supervisor of Program Services

Job Summary:

Under the supervision of the Supervisor of Program Services, the Teacher/Classroom Coordinator provides a holistic, culturally based inclusive, early childhood education program and supervises and trains classroom assistants.

Duties: As per job description

Responsibilities:

The teacher/classroom coordinator's main responsibilities include planning, implementing and supervising a childcare program for an 18 month up to 5 year old inclusive classroom.

Qualification/Requirements (Education and experience):

- Bachelor Degree in Education with courses/training in Early Childhood Education OR
- D.E.C. in Early Childhood Education or AEC in Native Childcare Studies or Certificate in First Nations and Inuit Education (McGill University) with 7 years' experience in a job related fields of which 2 years must be pertinent to a childcare setting
- Must possess valid unexpired certification in CPR, First Aid and Anaphylaxis (specific to childcare)
- Must not be guilty of a criminal offense in a matter related to the job

Skills and Abilities:

- Superior classroom management, leadership and supervisory skills within an inclusive environment
- Ability to demonstrate initiative, creativity and sensitivity
- Excellent curriculum skills and ability to multi task
- Must possess strong interpersonal communication skills
- Knowledge of Kanien'keha culture and language is an asset, willingness to learn is essential

Hours: **40 hours per week (schedule to be determined)**

Salary: Commensurate with experience and qualifications according to Step by Step Salary Scale

Apply to: Please submit a resume, letter of intent and two (2) current professional reference letters to:
Marie Lahache Horne, Human Resource Coordinator /
Niaomi Jacobs, Administrative Support

Deadline: **May 17, 2019 at 4pm**

**** ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR AN APPLICATION TO BE CONSIDERED**

Applicants may be required to sign a privacy waiver allowing for a security check to be performed. The successful candidate must sign a Step by Step Child and Family Center Confidentiality Agreement.

Please note: A copy of the job description can be obtained at the Reception area of the Step by Step Child and Family Center OR on the Step by Step website (www.stepxstep.ca)