



Commission scolaire francophone Territoires du Nord-Ouest

L'école francophone, l'avantage par excellence.

IDENTIFICATION

Department	Position Title	
Commission scolaire francophone des Territoires du Nord-Ouest	Educator, Out of School Care	
Position Number	Community	Divison / Region
95-17347	Hay River	École Boréale /HQ

PURPOSE OF THE POSITION

The Educator, Out of School Care supports the implementation of programming and supervision for all Commission scolaire francophone des Territoires du Nord-Ouest's out of school care for students ages 4 to 12 to ensure that all children are provided with safe and stimulating out of school care.

SCOPE

The Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) is the governing education body for French first-language schools as legislated under the *Education Act*. The CSFTNO provides schooling for approximately 245 students in two schools. CSFTNO employs approximately 45 administrators, teachers and support staff and has an annual budget of over \$5M. In addition, CSFTNO is the governing education body for the Child Day Care Facility providing Early Childhood Care services for children aged 0 to 4 years and Out-of-school Child Care services to 5 to 11-year-old children as legislated under the *Child Day Care Act*, the *Early Learning and Child Care Standards Regulations* and the *Early Learning and Child Care Funding Regulations*.

The Educator, Out of School Care will be located at École Boréale to provide support to the CSFTNO Out of School Care Program.

Located in Hay River, the Educator, Out of School Care (Educator) reports to the Supervisor, Out of School Care (Supervisor).

RESPONSIBILITIES

1. Provide developmentally appropriate programming to enhance the skills and abilities of all participants.

- Implement established programming.
- Implement routines for safety.
- Actively engage with children.
- Work with children on problem solving skills and cooperative play.
- Assist children in getting ready for pick up at end of day.
- Perform assigned duties during emergency drills and evacuations.
- Assist children and families to understand and appreciate routines.
- Participate in ongoing training opportunities.
- Advise the Supervisor of any equipment or material needs.
- Interact effectively and appropriately with all participants.
- Model appropriate behaviours.

3. Ensure that the play space is safe and accessible.

- Teach children safety routines.
- Ensure that the facility, equipment, and resources are accessible to all participants.
- Advise the Supervisor about any safety concerns.
- Clean and sterilize space, equipment, and resources.
- Ensure awareness of Medical Alert needs of children.
- Assist students with toileting needs if required.
- Teach children about proper hygiene such as hand washing.
- Ensure that the play space is clean at the end of the day.

4. Communication.

- Maintain appropriate confidentiality in all communications.
- Establish a daily communication system with parents, if required, for individual children.
- Provide individual information and support to children, families and assistants.
- Provide the Manager, Childcare Programs, of information that should be included in the monthly newsletter/calendar.
- Make parents aware of bulletin board with pertinent information.

5. Administration.

- Maintain attendance data as required.
- Document and inform the Supervisor of incidents with children or parent concerns.
- Complete Child Injury report if a child is injured.
- Orient parents and children to the facility and program.
- Welcome and help with the integration of all children.
- Encourage participation of all children.
- Advise parents of program policies and procedures.
- Determine and document needs of individual children and families.

WORKING CONDITIONS

Physical Demands

The position requires physical effort. The Educator will spend considerable time interacting with children on the floor or using child size furnishings.

Environmental Conditions

The incumbent may spend some time outside during a variety of weather conditions. The incumbent may occasionally be exposed to commercial cleaning products, and to blood and other bodily fluids. Sound levels will also be louder than normal for most of the work time.

Incumbent will be exposed to colds/contagious illnesses within the school environment.

Sensory Demands

The position is required to use sight and hearing simultaneously when performing surveillance sweeps for the majority of the work time.

Mental Demands

The incumbent has limited control over the work pace, with regular demands for attention from children and sometimes from parents.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge fundamentals of child development.
- Ability to provide general care of children and ensure safe and appropriate environment and activities for children.
- Ability to follow policies and procedures established by the CSFTNO.
- Ability to acquire a respectful understanding of the northern cultural environment.
- Ability to build positive relationships with families, children and colleagues.
- Ability to act and correct and/or report obvious workplace health and safety concerns.
- Ability to complete work according to standards and procedures.
- Interpersonal skills and the ability to ensure professional and courteous service.
- Problem-solving / decision-making / conflict management and resolution skills.
- Verbal and listening skills and the ability to ask questions to clarify what is expressed.
- Ability to reflect on difficulties and work through situations with positive outlook.
- Ability to maintain strict confidentiality and protection of privacy.
- Organization and time management skills and the ability to work independently.
- Ability to ensure respectful, open, honest, and professional working interactions.
- Ability to model patience, compassion and calm engagement behaviors.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of High School and one (1) year of child care experience

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- The completion of the NWT Essentials training is mandatory within 6 month of hire.
- Current First Aid and infant/child CPR certifications
- Up-to-date immunizations
- Tuberculosis screening

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal record check

French language (check one if applicable)

- ☒ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☒

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☒

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☒ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred