



TL'AZT'EN EDUCATION

P.O. Box 2176, Fort St. James, B.C. V0J 1P0
Phone 250-648-3227 • Fax 250-648-3288



JOB POSTING **EARLY CHILDHOOD EDUCATOR** **Sum Yaz Daycare**

Date Posted: August 27, 2024
Closing Date: Open Until Filled

TL'azt'en Nation Education is seeking two (2) Early Childhood Educator for Sum Yaz Daycare.

Qualifications:

- Early Childhood Education Certificate
- Valid Emergency Childcare First Aid and CPR
- Criminal Record Check- Vulnerable Section
- Medical and Immunization clearance
- Experience in early childhood development and childcare essential

Duties:

- Maintain an open, friendly, and cooperative relationship with each child and family.
- Promote parent-child bonding and nurturing parent-child relationships.
- Respond quickly in a soothing and tender manner to infants' cries or calls of distress.
- Maintain a safe and clean environment.
- Respond consistently to infants' needs for food and comfort.
- Provide children with opportunity to allow them to develop curiosity, initiative, problem-solving skills, and creativity.
- Responsible for constant supervision, safety and wellbeing of all children enrolled at Sum Yaz Daycare.
- Preparing and implementing stimulating age-appropriate activities that encourage children's creativity and learning.
- Attend to children's physical needs for toileting, diapering, eating, and sleeping as promptly as possible.
- Perform other related duties as required by supervisor and/or manager.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

Knowledge, Abilities and Skills:

- Ability to communicate effectively on phone, email and in person
- Interpersonal skills, supportive and advocacy skills
- Basic computer skills, including Microsoft Word, and Outlook
- Ability to work independently and as part of the team
- Child development theories and practices.
- Program Development, implementation, and evaluation.

Please submit cover letter & resume to:

Georgina Alexis, Education Manager
P.O Box 2176 Fort St. James, B.C, V0J 1P0
Email: georgina.alexis@tlazten.bc.ca

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JOB POSTING **INFANT/TODDLER EDUCATOR** **Sum Yaz Daycare**

Date Posted: August 27, 2024
Closing Date: Open Until Filled

TL'azt'en Nation Education is seeking one **(1)** Infant/Toddler Educator for Sum Yaz Daycare.

Qualifications:

- Early Childhood Education Certificate and Infant/Toddler Certificate
- Emergency Childcare First Aid and CPR
- Criminal Record Check- Vulnerable Section
- Immunizations up to date
- Experience in early childhood development and childcare essential

Duties:

- Maintain an open, friendly, and cooperative relationship with each child and family.
- Promote parent-child bonding and nurturing parent-child relationships.
- Respond quickly in a soothing and tender manner to infants' cries or calls of distress.
- Maintain a safe and clean environment.
- Respond consistently to infants' needs for food and comfort.
- Provide children with opportunity to allow them to develop curiosity, initiative, problem-solving skills, and creativity.
- Responsible for constant supervision, safety and wellbeing of all children enrolled at Sum Yaz Daycare.
- Preparing and implementing stimulating age-appropriate activities that encourage children's creativity and learning.
- Attend to children's physical needs for toileting, diapering, eating, and sleeping as promptly as possible.
- Perform other related duties as required by supervisor and/or manager.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

Knowledge, Abilities and Skills:

- Ability to communicate effectively on phone, email and in person
- Interpersonal skills, supportive and advocacy skills
- Basic computer skills, including Microsoft Word, and Outlook
- Ability to work independently and as part of the team
- Child development theories and practices.
- Program Development, implementation, and evaluation.

Please submit cover letter & resume to:
Georgina Alexis, Education Manager
P.O Box 2176 Fort St. James, B.C, V0J 1P0
Email: georgina.alexis@tlazten.bc.ca

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JOB POSTING **PROGRAM COORDINATOR/MANAGER** **Sum Yaz Daycare**

Date Posted: August 27, 2024
Closing Date: Open Until Filled

TL'azt'en Nation Education is seeking one (1) Program Coordinator/Manager for Sum Yaz Daycare. The program Coordinator/Manager will be responsible for the overall planning, operations and performance of the Sum Yaz Daycare program.

Qualifications:

- Current Early Childhood Education license to practice
- Infant/Toddler and Special Needs Certificate
- Valid Childcare First Aid and CPR
- Criminal Record Check- Vulnerable Section
- Immunizations and medical clearance
- Valid Class 5 drivers license and clean drivers' abstract
- Experience in early childhood development and childcare essential

Duties:

- Maintain licensing regulations in the community care and Assisted living act through Northern Health, Child Care Licensing Regulations, and the Director of Licensing Standards of Practice in childcare facilities.
- Supervise, support, guide and provide leadership to daycare staff.
- Plan and implement activities to meet the physical, intellectual, social, emotional, and cognitive development needs of each child.
- Plan and implement special events, workshops, meetings, and information sessions for the program.
- Develop and plan culturally appropriate programs and activities.
- Responsible for constant supervision, safety and wellbeing of all staff and children at Sum Yaz Daycare.
- Perform other related duties as required by supervisor and/or manager.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

Knowledge, Abilities and Skills:

- Excellent interpersonal skills, supportive and advocacy skills
- Ability to work independently and as part of the team
- Maintains the confidentiality of sensitive information.
- Program Development, implementation, and evaluation.
- Basic computer skills, including Microsoft Office and Outlook

Please submit cover letter & resume to:
Georgina Alexis, Education Manager
P.O Box 2176 Fort St. James, B.C, V0J 1P0
Email: georgina.alexis@tlazten.bc.ca

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JOB POSTING PERSONAL ATTENDANT Eugene Joseph Elementary School

Date Posted: March 20, 2025

Closing Date: April 3, 2025

TI'azt'en Nation (T.N) Education Department is seeking one (1) 1:1 Personal Attendant for Eugene Joseph Elementary School.

Qualifications:

- Grade 12 Dogwood Required
- Criminal Record Check- Vulnerable Section
- Experience working with children/youth in a school setting
- Education Assistant Certificate (an asset)
- Preference will be given to candidates with experience working as a Certified Education Assistant

Duties:

- 1 on 1 student assistance.
- Assume duties of Classroom Education Assistant when absent.
- Student supervision including monitoring student behaviour to ensure safety of the student and preventing student from hurting others.
- Communicate with student, staff and others and provide information of a detailed nature.
- Encourage, secure cooperation and influence students to achieve social, academic and behavioural goals.
- Perform other related duties as required by classroom teacher and/or supervisor.
- Abide by TI'azt'en Nation policies & procedures and Code of Ethics.

Knowledge, Abilities and Skills:

- Proven ability to learn and successfully use new technology and to process literacy, numeracy and English skills.
- Proven ability to develop rapport with students and work in a team setting.
- Personal attributes required include strong interpersonal skills, demonstrated initiative, flexibility and good communication skills.

Interviews: April 4, 2025

Start Date: April 7, 2025

ONLY THOSE QUALIFIED WILL BE CONTACTED FOR AN INTERVIEW

Cover Letter and Resume may be submitted to:

Margaret Mattess, EJES Principal
P.O Box 2176 Fort St. James, B.C, V0J 1P0
Fax: 250-648-3288
Email: principal@tlazten.bc.ca

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