

Job Summary

Location:
Déligne, NT

Department:
Education Services

Salary:
\$25.00 per hour

Benefits:
4% Vacation Pay

Employment Type:
Casual

Closing Date:
Open until Filled

**Submit Resume and
Interest to:**

Human Resources
Department
Déligne Got'Ine
Government
P.O Box 156
Deline, NT X0E0G0
Tel (867) 589-8100
Hr.assistant@gov.deline.ca
Hr.clerk@gov.deline.ca

Casual Preschool Teacher's Assistant

The Preschool Teacher's Assistant is responsible for helping to implement a safe, developmentally appropriate preschool program in accordance with all relevant legislation, policies, and procedures. The Preschool Teacher's Assistant will assist the Preschool Teacher in all duties related to planning, organizing, supervising and control of the preschool program and resources. The Preschool Teacher's Assistant, under the supervision and direction of the Preschool Teacher, will report to the Director of Education and will be responsible for helping to plan and implement a program to teach young children. The Preschool Teacher's Assistant must ensure the development and safety of these children in accordance with relevant Federal, Territorial and Municipal Legislation and Policies. The Preschool Teacher's Assistant will be respectful of children and parents and ensure that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déligne Got'Ine Government operational policies and procedures and governance institutions
- Experience working with young children
- A passion for early childhood education and helping children grow in positive ways
- Excellent communication skills
- Relevant legislation, policies, and procedures to ensure that children are always supervised and safe
- An understanding of the northern cultural environment
- Computer skills
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Stress and time management skills
- Supervisory skills
- Teaching skills
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- Knowledge of emergency procedures
- Current Standard First Aid/CPR Level C required
- Preference will be given to Déligne Beneficiary
- Post-secondary Grade 12 education or equivalent
- Training available to Successful Candidate
- Equivalencies will be considered

ADDITIONAL REQUIREMENTS

Pre-employment Screening

- Criminal records check required
- Vulnerable Sector Check required
- Up-to-date Immunizations and Tuberculosis screening required