



**EMPLOYMENT OPPORTUNITY  
EDUCATION: CASUAL/ON-CALL/SUPPLY/TERM**

Department: Education (Lakeview School and Daycare)

Classification: As stated on the Job Description

**M'Chigeeng First Nation is looking for Receptionists/Clerical Support Services, Registered Early Childhood Educators and ECE Assistants, Qualified Teachers, Teacher Assistants, Cooks, Custodial & Janitorial Workers.**

***We are seeking a pool of qualified individuals who can be called to fill-in temporary vacant positions. Individuals will benefit from on-the-job experience, transferable knowledge skills and abilities and future job opportunities.***

**REPORTING RELATIONSHIP – DAY CARE POSITIONS**

The position for the Daycare position, report directly to the Day Care Supervisor.

• **Position Summary Receptionist – Daycare**

Provide the Daycare Centre; the Centre Supervisor; and all other staff within the Centre with day to day receptionist duties and any other Agency working in conjunction with the Centre from time to time.

• **Position Summary Dietary Support - Daycare**

The Day Care Head Cook is responsible to plan, prepare and monitor nutritious meals provided to the children enrolled in the M'Chigeeng Day Care Centre.

• **Position Summary Early Childhood Educators and ECE Assistants**

Supply Early Childhood Educators and Supply Early Childhood Educator Assistants report to the M'Chigeeng Day Care supervisor and will be responsible for the provision of classroom support and instruction where applicable and will be responsible for children in all aspects related to the development and implementation of age-appropriate programming.

• **Position Summary Daycare Janitors**

The Janitor works under the direction of the Centre Custodian and Centre Supervisor or Designate; and is responsible to clean and sanitize classrooms and administration offices and all related areas. At the end of each shift ensure the building is locked and secured including all doors and windows. Assist co-janitor and custodian with annual scheduled thorough cleaning of the Centre, and other tasks required.

**REPORTING RELATIONSHIP – LAKEVIEW SCHOOL POSITIONS**

The position for the lakeview School position, report directly to the Principal.

• **Position Summary Teachers – Lakeview School**

Teachers report to the Lakeview School Principal and are responsible for the provision of classroom support and instruction. Evaluate and identify children's learning styles and needs; meets with parents; and may supervise teacher assistants and student teachers. Prepare lessons per approved curriculum, prepare and administer tests; teaches and leads students in activities to promote their physical, mental and social development and their school readiness.

• **Position Summary Teacher Assistants – Lakeview School**

The Teacher Assistant is responsible for the provision of classroom support and instruction where applicable.

• **Position Summary Janitors – Lakeview School**

Janitors report to the Senior Custodian of Lakeview School and are responsible for the janitorial duties of the Lakeview School building; such as, regularly cleans and dusts chairs, tables, etc. in classrooms, staff room and main office; sweeps, scrubs and polish all floors in classrooms and corridors, and strip and wax floors on a regular basis; vacuum carpets daily. Assist Senior Custodian to maintain janitorial supplies inventory. Other related duties as assigned.

***It is mandatory for the applicants to submit a current thirty (30) day CRC/VSS, in a separate envelope, clearly marked Confidential – CRC/VSS with position Name.***

**CRC/VSS Rationale:** M'Chigeeng First Nation and its agents are in a position of trust in services to band member children and/or vulnerable adults, so a safe and secure working environment is mandatory. Applicants must provide a clear VSS Certificate and the CRC must have a record clear and/or dated of any convictions relating to alcohol, drugs, assault, violence and theft. The CRC and VSS must be current (30 days) and must be an Original.

**Interested applicants must submit Cover Letter, Resume, Education certifications addressed to:**

**EDUCATION: CASUAL/ON-CALL/SUPPLY/TERM**

c/o Marlene Debassige, Office Administrator  
M'Chigeeng FN, P.O. Box 333  
M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

For Job description, please contact me at 705-377-5362 ext. 203 or email [marlened@mchigeeng.ca](mailto:marlened@mchigeeng.ca)