



EMPLOYMENT OPPORTUNITY

JOB TITLE	Early Years Educator – Level 3
JOB LOCATION	Nakoda Headstart - Morley, AB
SUPERVISION RECEIVED	Manager, Head Start & Family Resource Network
JOB ID #	70-2026-03

GENERAL DESCRIPTION:

The Early Years Educator – Level 3 works as part of the Stoney Health Services Early Learning team to deliver play-based, culturally grounded programming for children aged 3–5. The role supports child development, school readiness, and overall wellbeing while fostering connection to Stoney Nakoda language, culture, and community.

KEY DUTIES AND RESPONSIBILITIES

Program Delivery & Child Development

- Deliver daily, culturally relevant programming supporting all areas of child development
- Facilitate play-based learning that promotes social, emotional, cognitive, and physical growth
- Support language development, including integration of Stoney Nakoda language and culture
- Identify and support developmental needs in collaboration with program staff and partners

Classroom & Daily Operations

- Plan and implement daily routines, activities, and learning experiences
- Provide one-on-one and small group support to children
- Assist with daily self-care routines (eating, dressing, toileting, hygiene)
- Maintain a clean, safe, and organized learning environment
- Incorporate structured and land-based learning opportunities

Health, Safety & Nutrition

- Ensure supervision and safety of children at all times
- Support food preparation, nutrition, and hygiene practices
- Participate in emergency procedures, first aid response, and incident reporting

Family & Community Engagement

- Build respectful relationships with parents, caregivers, and families
- Encourage family participation in programming
- Participate in community events and culturally grounded activities

Documentation & Team Participation

- Maintain records, attendance, and documentation in accordance with program standards
- Participate in team meetings, training, and quality improvement activities
- Adhere to all SHS, STA, and program policies and procedures
- Perform other related duties as required

PROFESSIONAL REQUIREMENTS:

- Knowledge of child development and early learning best practices
- Commitment to culturally safe, trauma-informed, and strengths-based practice
- Strong communication, organizational, and teamwork skills
- Ability to work independently and within a multidisciplinary team
- Demonstrated professionalism and respect for confidentiality

QUALIFICATIONS:

- Level III Early Childhood Education Certificate (required)
- Experience working with young children and families (preferred)
- Experience working in Indigenous communities (asset)
- Current First Aid & CPR (Infant and Child) Demonstrated professionalism and respect for confidentiality

EMPLOYMENT CONDITIONS:

- Clear Criminal Record Check with Vulnerable Sector and Child Welfare Check
- Valid driver's license (Class 4 preferred)
- Reliable transportation
- Ability to work within a dynamic, team-based environment

Interested applicants may forward their resume or application form on or before **May 21st, 2026**, to:

Stoney Tribal Administration
c/o Stoney Nakoda Human Resources
Email: employment@stoney-nation.com

Stoney Nakoda Nations adheres to Section 1-9 of the Aboriginal Employee Preference Policy for candidate shortlisting and displacement. Only shortlisted applicants will be contacted for interviews.