



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 [www.COTTFN.com](http://www.COTTFN.com)

Chippewas of the Thames First Nation is accepting applicants for the position of:

**Position Title:** Assistant Director, Early Years  
**Department:** Early Years / Enji Maajtaawaad Early Years  
**Hours of Work:** 37.5 hours per week working onsite 8:30am – 4:30pm  
**Location:** 320 Chippewa Road, Muncey ON  
**Posting Date:** May 4, 2026  
**Posting Closes:** May 19, 2026

## **Summary:**

Under the direction of the Early Years Director, the Assistant Director, Early Years supports the leadership, daily operations, licensing compliance, and quality of care within Enji Maajtaawaad Early Years. This position supports the planning and delivery of inclusive, developmentally appropriate, culturally grounded early learning and childcare programs that meet the needs of children, families, and the community.

The Assistant Director provides day-to-day operational and supervisory support, including staff scheduling and coordination, enrolment, family communication, health and safety, recordkeeping, training, performance support, and compliance with the Child Care and Early Years Act (CCEYA), applicable regulations, funding requirements, and COTTFN policies and procedures.

## **Responsibilities:**

- Support the daily operations of the licensed childcare center and act as a leadership delegate in the absence of the Early Years Director.
- Coach, supervise, and support educators, support staff, students, and casual/relief staff, including scheduling, assigning work, coordinating coverage, and supporting orientation and training.
- Assist with recruitment, onboarding, performance development, performance documentation, and implementation of staff development plans in consultation with the Early Years Director and Human Resources.
- Ensure compliance with CCEYA requirements, licensing standards, staff qualifications, ratios, group size, supervision, individual support plans, medical plans, emergency plans, and serious occurrence reporting.
- Provide leadership and guidance to staff in planning and implementing high-quality, inclusive, developmentally appropriate, and culturally grounded early learning experiences.
- Support observation, documentation, assessment, and reflective practice to enhance programming and respond to the needs, interests, and strengths of children.
- Monitor and evaluate programs to ensure they meet the needs of children, families, and the community and are aligned with the philosophy, mandate, and vision of Enji Maajtaawaad Early Years.



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- Promote positive, respectful, and timely communication with families through verbal and written communication, meetings, case conferences, and follow-up on child and family needs.
- Collaborate with families and community partners to support access to resources, referrals, and services that strengthen child and family well-being.
- Oversee health and safety practices within the center, including accident and illness response, medication processes, sanitation, food handling, emergency procedures, and maintenance concerns.
- Manage or support enrolment processes, family interviews, center orientation, attendance records, emergency information, daily logs, and required child and program documentation.
- Prepare and maintain written communication, reports, schedules, records, and electronic documentation in a timely, accurate, and confidential manner.
- Coordinate supplies, equipment, field trips, community visits, special guests, special events, and related administrative needs in consultation with the Early Years Director.
- Support quality assurance activities, including file reviews, documentation audits, compliance tracking, and continuous improvement initiatives.

## **Qualifications:**

- Early Childhood Education diploma or degree from a recognized college or university.
- Registered with the College of Early Childhood Educators and in good standing.
- Minimum of five (5) years of experience working in a licensed childcare setting.
- Supervisory, leadership, or program coordination experience in early years or childcare is preferred.
- Experience working with First Nation children, families, communities, or Indigenous-led programs is considered an asset.
- Ability and willingness to learn and use Anishinaabemowin in the workplace; proficiency in Anishinaabemowin is considered an asset.
- Valid Standard First Aid and CPR Level C.
- Safe Food Handling Certificate is considered an asset.
- Demonstrated experience using Microsoft Office and electronic documentation or childcare management systems.
- Equivalent combinations of education, training, and experience may be considered.

## **What Chippewas of the Thames First Nation Has to Offer:**

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.



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- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

## Requirements

- Must provide and maintain a current clear Vulnerable Sector Check, dated within the timelines required by policy and licensing requirements.
- Must maintain registration in good standing with the College of Early Childhood Educators, where applicable to the role.
- Must have a valid Class G Ontario Driver's Licence, access to a reliable vehicle, and the ability to travel as required.
- Must have a minimum of \$1M automobile insurance if using a personal vehicle for work-related travel.
- Must meet all licensing, health, safety, training, and documentation requirements applicable to the position.
- Must be able to meet the physical requirements of the role, including lifting up to 30 lbs and frequent bending, kneeling, crouching, and movement with children.

**Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.**

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "ROLE TITLE" in your application.

*We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to [human.resources@cottfn.com](mailto:human.resources@cottfn.com)) for candidates taking part in all aspects of the selection process.*

*As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.*