Employment opportunity: Head Start Program Coordinator will be responsible for all activities on behalf of the University nuxełhot'įne thaaʔehots'į nistameyimâkanak Blue Quills and for all Head Start events, ceremonies and staff. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

Responsibilities:

- Develop a yearly curriculum along with the teacher and assistant, grounded in Indigenous knowledge and language, and ensure the staff follows the program schedule;
- Do the planning and scheduling as required by FNIHB;
- Work in the office unless staff covering is required on the floor;
- Complete all reporting information, general reports, and correspondence as required by FNIHB;
- Develop and complete all grants or fundraising as required by the program;
- Work in partnership with the teacher to maintain all the goals and objectives as sent out in the Head Start work plan;
- Work closely with the UnBQ ELCC program;
- Maintain monthly staff meetings;
- Conduct yearly staff evaluations;
- Other duties as deemed necessary.

Qualifications:

- Minimum Child Development Supervisor (Level 3)
- Continue computer training and/or Literacy Foundation Levels
- CPR and First Aid training
- Valid driver's license and abstract
- Recent criminal check and CPIC for working with children

Posted: October 19, 2022
Closing Date: November 4, 2022 Or Until Suitable Candidate Found.
Please submit resumes to: Sheila Poitras, Executive Assistant University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email sheilap@bluequills.ca.