



Employment Opportunity

Daycare Director

Job Summary: We are looking for an experienced and knowledgeable Daycare Director to oversee the day-to-day operations of the Nikoodi Daycare. The Daycare Director will be responsible for the overall management of the Nikoodi daycare, including staff, curriculum, and the safety and well-being of the children. This individual must have excellent organizational skills, be able to develop and manage budgets, and have a strong commitment to providing quality care for children.

Daycare Director Duties and Responsibilities

- Develop, implement, and review policies and procedures for the daycare center
- Ensure compliance with local, provincial, and federal regulations
- Manage staff, including recruitment, training, scheduling, and performance evaluations
- Plan and implement educational and recreational activities for the children
- Monitor the safety and well-being of the children at all times
- Ensure the cleanliness and maintenance of the facility
- Develop and manage the center's budget
- Develop and maintain relationships with parents and other stakeholders
- Prepare reports and other documentation as needed

Daycare Director Requirements and Qualifications

- Bachelor's degree in Early Childhood Education or related field
- At least 3 years of experience managing a daycare center
- Provide a Criminal Record Check and a Child Intervention Records check with application
- Excellent organizational and communication skills
- Ability to manage and motivate staff
- Ability to develop and maintain relationships with parents and other stakeholders
- Commitment to providing quality care for children
- Speaking the stoney language is an asset.

This competition is open to all qualified applicants. The application closing date is April 18, 2025 by 4:00 pm.

Screening of applicants will be utilized and only successful candidates will be contacted for an interview.

Please email cover letters and resume to the attention of: Patricia Alexis, HR, Administration

- humanresources@ansn.ca

Alexis Nakoa Sioux Nation Administration Department - P.O. Box 7, Glenevis, AB, T0E-0X0