

## **Tłchq Government Job Description**

**Job Title:** Early Childhood Tłchq Culture and Language Coordinator

**Department:** Early Childhood

**Reports to:** Manager of Early Childhood & Family Programs

**Location:** Behchokò, Whatì, Gamètì, and Wekweètì

**Job Status:** Full-time, Permanent

**Job Description Updated:** May 16, 2025

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### **Purpose:**

The Early Childhood Tłchq Culture and Language Coordinator will be responsible for supporting and promoting the integration of Tłchq language, culture, and traditions into early childhood education settings within the Tłchq region. The coordinator will collaborate with early childhood educators, parents, elders, and community leaders to ensure that young children are exposed to and immersed in Tłchq language and cultural teachings. This position is key to preserving and strengthening the Tłchq language and culture from an early age, fostering pride and identity among young children, their families, and educators.

### **Scope**

Reporting to the Manager of Early Childhood & Family Programs, The Early Childhood Tłchq Culture and Language Coordinator will promote the integration of Tłchq language and culture into early childhood education across the Tłchq region. Responsibilities include developing culturally relevant curricula, training educators, engaging families and the community, collaborating with elders, and creating educational resources. This role aims to enhance language acquisition and cultural pride among young children, fostering a strong connection to Tłchq traditions and identity while evaluating program effectiveness to ensure relevance and support.

### **Duties and Responsibilities:**

Under the direction of the Manager of Early Childhood & Family Programs, Early Childhood Tłchq Culture and Language Coordinator will perform the following functions:

- 1) Language and Cultural Integration in Early Childhood Settings:
  - a) Develop and implement strategies to incorporate Tłchq language and cultural teachings into daily early childhood programming.
  - b) Work closely with early childhood educators to create learning environments that support language acquisition and cultural understanding.
  - c) Adapt early childhood curricula and activities to reflect Tłchq culture, values, and traditions, including seasonal celebrations, storytelling, music, and art.
  - d) Assist in the creation of Tłchq language resources, such as books, songs, games, and visual aids, for use in early childhood classrooms.
- 2) Community and Family Engagement:
  - a) Foster relationships with families, community members, and elders to engage them in the cultural and linguistic development of children.

- b) Organize community-based events focused on Tłıchǫ language and cultural learning.
  - c) Encourage family participation in language learning through home-based activities and provide resources to support parents in using Tłıchǫ at home.
- 3) Collaboration with Elders and Cultural Leaders:
- a) Collaborate with Tłıchǫ elders and cultural leaders to integrate traditional knowledge and wisdom into early childhood programs.
  - b) Invite elders to participate in classroom activities, such as storytelling, song sharing, and other cultural teachings.
  - c) Ensure that cultural practices around the seasons and land-based learning are reflected in early childhood programs.
- 4) Assist in Curriculum Development and Resource Creation:
- a) Develop culturally relevant educational materials and resources, including lesson plans, activity guides, and multimedia resources, in Tłıchǫ language.
  - b) Support the translation of existing educational materials into Tłıchǫ language to ensure that the language is used in everyday learning environments.
  - c) Help build a library of Tłıchǫ language resources (books, flashcards, interactive materials) for use in early childhood centers and schools.
- 5) Program Evaluation and Improvement:
- a) Work with program managers and stakeholders to assess the effectiveness of Tłıchǫ language and culture programming in early childhood settings.
  - b) Collect feedback from educators, families, and community members to ensure programs meet the needs of young children and are culturally relevant.
  - c) Assist in evaluating program outcomes, including language development, cultural awareness, and community involvement.
- 6) Perform other duties as required by the Manager of Early Childhood & Family Programs

### **Supervisory Responsibilities and Latitude**

Early Childhood Tłıchǫ Culture and Language Coordinator has no supervisory responsibilities. The position reports to and takes direction from the Manager of Early Childhood & Family Programs. The incumbent must follow established legislation, policies and procedures.

### **Education and Skills**

Early Childhood Tłıchǫ Culture and Language Coordinator is expected to have the following education, work experience and skills (equivalencies will be considered)

- Certificate in Early Learning and Childcare (ELCC) would be an asset.
- Fluency in Tłıchǫ language (both written and oral) would be an asset.
- Proven experience working with early childhood education programs, preferably in an Indigenous or Tłıchǫ context, would be an asset.
- Knowledge of child development and early language acquisition theories and practices.
- Strong understanding of Tłıchǫ culture, traditions, and language.

- Ability to work collaboratively with diverse groups, including families, educators, elders, and community leaders.
- Experience in training, mentoring, and supporting educators in culturally relevant practices.
- Strong organizational and project management skills, with the ability to plan and execute initiatives effectively.
- Creative and resourceful in developing educational materials and activities that are culturally and linguistically appropriate.
- Effective communicator with strong interpersonal skills.
- Deep respect for and commitment to the preservation and revitalization of Tłıchǫ language and culture.
- Passionate about early childhood education and fostering a love of learning among young children.
- Adaptable and able to work in a dynamic, community-centered environment.
- Empathetic and patient, with the ability to build rapport and trust with children, families, and educators.
- Culturally sensitive and knowledgeable about the diverse needs of Indigenous children and communities.

### **Working Conditions and Effort**

Early Childhood Tłıchǫ Culture and Language Coordinator is expected to demonstrate the following abilities

- Regular travel within the Tłıchǫ region to engage with different communities and support early childhood programs.
- Flexible work hours, including occasional evenings and weekends, may be required to accommodate community events or family workshops.
- The role will be based in one of the four Tłıchǫ Communities with the expectation to work across multiple Tłıchǫ communities as necessary.

### **Physical Demands**

The Early Childhood Tłıchǫ Culture and Language Coordinator is expected to demonstrate the following abilities:

- Ability to lift and carry children and equipment as well as sitting on the floor in on child sized furniture
- Willingness to come in contact with children who may be ill and/or contagious

### **Environmental Demands**

The Early Childhood Tłıchǫ Culture and Language Coordinator is expected to work in the following environmental conditions:

- Busy and occasionally noisy
- Exposure to cleaning chemicals and solutions and to blood and other body fluids

- Smells associated with toileting and children who may be ill

### Mental Demands

The Early Childhood Tłıchǫ Culture and Language Coordinator is expected to demonstrate the following mental capabilities:

- Ability to make effective decisions and solve problems under stressful conditions
- Work in stressful conditions where there are multiple activities and situations happening at once.
- Ability to handle accidents and emergencies at any time.

### Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

### Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature	_____ Supervisor's Title
_____ Date	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

This job description outlines the role of the Early Childhood Tłıchǫ Culture and Language Coordinator, whose mission is to support the integration of Tłıchǫ culture and language in early childhood education. This role is essential for preserving and promoting Tłıchǫ culture and language for future generations. Responsibilities and qualifications may be adjusted to reflect the needs of the community or the program.