

Preschool Teacher

REPORTS TO: Directors

Purpose of the Position

The Preschool teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies and procedures.

Scope

The Preschool Teacher will be responsible for planning and implementing a program to teach young children. They must ensure the development and safety of these children in accordance with legislation and policies. The Preschool Teacher will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place children at risk.

Responsibilities

1. Develop and implement a developmentally appropriate preschool program for young children

Main Activities

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Be familiar with emergency procedures.

2. Supervise children in the Preschool

Main Activities

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling
- Build children's esteem
- Comfort children
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress
- Integrate special needs children in a positive and respectful manner.

3. Communicate with parents and members of the community

Main Activities

- Discuss children's development with parents
- Discuss identified problems and needs with professionals as appropriate
- Participate in community activities
- Promote literacy and early education.

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4. Maintain program administration

Main Activities

- Keep parents informed of program expectations, program activities and their child's progress
- Develop and maintain current, accurate and confidential information
- Develop daily activity plans.

5. Perform other related duties as required

Knowledge, Skills and Abilities

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Child development and early children are supervised and safe education theories and practices at all times
- Safe and appropriate activities
- An understanding of cultural environments
- Relevant legislation, policies and procedures are followed.

Skills

The incumbent must demonstrate the following skills:

- Team building
- Effective verbal and listening
- Supervisory and communications
- Analytical and problem solving
- Stress management
- Time management
- Decision making
- Teaching.

Personal Attributes

The incumbent must maintain strict confidentiality. The incumbent must also demonstrate the following personal attributes:

- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment.

The incumbent would normally attain the knowledge, skills and attitudes required for the position through completion of a post-secondary Early Education Program combined with related day care and/or preschool teaching experience. Equivalencies will be considered.

Physical Demands

Caring for children can be physically demanding. The Preschool Teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Preschool Teacher will be expected to clean and maintain equipment and facility, and may move throughout the community with children. The Preschool Teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions

The Preschool Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Preschool Teacher will have to supervise all children at all times.

Sensory Demands

The Preschool Teacher may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

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Mental Demands

Caring for children can be stressful. The Preschool Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Preschool Teacher must be prepared to handle accidents and emergencies at any time.

Relevant Experience	Essential	Desirable
Experience in a full day care setting		✓
Experience in a supervisory role in the delivery of services for young children		✓
Experience as a Nursery Manager		✓
Experience of leading and supporting staff teams to improve practice	✓	
Experience of quality assurance		✓
Experience of Financial Management and Budget Planning		✓
Education and Training		
Teaching qualification in Early Years Childcare and Education/Childhood Studies	✓	
A Management Qualification		✓
Current First Aid at Work Qualification		✓
Knowledge		
A sound knowledge of child development for children from birth to five years	✓	
An understanding of the Early Years curriculum and how to develop individuals needs	✓	
An understanding of a play based approach to children's learning and development	✓	
A knowledge of research related to childcare and education		✓
Knowledge and understanding of the statutory framework for the relevant statutory regulations and the inspection processes of regulatory bodies	✓	
Knowledge and understanding of the key legislation related to childcare and education	✓	
Understanding of the role of the 'Key Person'	✓	
A sound knowledge of safeguarding procedures	✓	
Skills and Abilities		
Excellent communication skills both written and verbal	✓	
Ability to develop effective relationships with colleagues, parents and outside agencies	✓	
Effective leadership skills	✓	
The ability to plan and organise workload	✓	
The ability to use computers and software packages	✓	
Other Requirements		
An understanding of and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace	✓	
A willingness to undertake further relevant training including some evenings and weekends	✓	
A willingness to support at other settings as reasonably required	✓	

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Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____

Date: / / _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: _____

Supervisor's Signature: _____

Printed Name: _____

Date: / / _____

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: _____

Printed Name: _____

Date: / / _____

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.