

Job Description

Preschool Teacher

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

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 way that the position contributes to and impacts on the organization)

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 relevant federal, territorial and municipal 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

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the 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 nutritious snacks and lunches
- 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
- Establish policies and procedures including acceptable disciplinary policies
- Be familiar with emergency procedures

2. Supervise children in the Pre-school

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 when required
- 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

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 client files
- Develop daily activity plans
- Monitor the program budget

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ child development and early education theories and practices
- ✓ safe and appropriate activities for children
- ✓ relevant legislation, policies and procedures to ensure that children are supervised and safe at all times
- ✓ an understanding of the northern cultural environment

Skills

The incumbent must demonstrate the following skills:

- ✓ team building skills
- ✓ supervisory skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ stress management skills
- ✓ time management skills
- ✓ teaching skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Day Care Worker. 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.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

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 nature of adverse environmental conditions affecting the incumbent)

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 nature of demands on the incumbent's senses)

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.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

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.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
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.
<hr/> Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

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.