

## Job Description

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<b>Job Title:</b>	Preschool Teacher
<b>Department:</b>	Psychology
<b>Reports To:</b>	Director ECEC & Administrative Officer of Psychology
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	June 2023

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### **Primary Purpose**

The Preschool Teacher is responsible to provide a quality, developmentally appropriate program to children 2.5 to 5 years of age and to support research activity. The Preschool Teacher is responsible for the daily planning and delivery of the ECEC children's programs.

### **Key Accountabilities**

#### **Planning developmentally appropriate programs for young children that reflect the goals and philosophy of the ECEC**

- Responsible for preparing and maintaining the learning environment
- Planning, preparing, presenting and evaluating learning experiences for children
- Assessing individual children's progress on an ongoing basis and document learning through a collection of work samples, anecdotal records, portfolios and photographs
- Supervising and caring for children with a daily awareness of health and safety issues
- Evaluating all aspects of the program on an ongoing basis and making the necessary changes
- Supporting children with special needs by adjusting programming and the environment, setting goals and monitoring progress
- Providing information to outside agencies about individual children as required and co-ordinating efforts to meet the team set goals
- Draw on community resources to aid in program planning as appropriate (K-W Habilitation Services and KidsAbility)

#### **Welcoming and supporting parents**

- Providing parents, in both formal and informal settings, with ongoing information regarding the program and individual children
- Connecting parents with community resources as needed

#### **Supporting the work of others**

- Facilitating the work of researchers and participating in research as required
- Supervising and assisting MASc Interns, Conestoga College ECE students, High School Co-op students on placement or volunteering in the ECEC
- Acting as Designate Director when assigned
- Provide parents, high school students, university volunteers and other parties with information on child development and appropriate programs for young children

#### **ECEC Team Work**

- Planning and assisting at ECEC special events such as field trips, parent events, community functions
- Participating actively as a team member at staff meetings, collaborative reflection sessions, in generating and exchanging ideas, in goal setting and in sharing the responsibility for all the children enrolled

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- Assuming responsibility for a share of the team tasks (weekly sanitizing, room set up, end of day clean up)

### **Ongoing professional learning**

- Reviewing professional journals, ECE publications, websites and books
- Participating in and conducting workshops for conferences and/or parent events
- Participating in ECEC staff professional development opportunities, reflective practice sessions and collaboration sessions within our ECE larger community

*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Degree in Early Childhood Education OR Bachelor of Arts in Psychology or Child Studies or a related field AND an Early Childhood Education Diploma
- Must be a Registered Early Childhood Educator with the College of ECE of Ontario; Holder of a current Standard First Aid certificate and Infant/Child/Adult CPR certificate; Holder of a valid Safe Food Handler certificate

### **Experience**

- Experience working in a play based, emergent curriculum setting with a preschool age population.
- Experience with MS Office programs (Word, Powerpoint, Outlook, Excel) and digital cameras.

### **Knowledge/Skills/Abilities**

- Familiar with the Ministry of Education document How Does Learning Happen?
- Knowledge of the Child Care and Early Years Act 2014 (CCEYA) and the ability to meet the specifications of this Act.
- Excellent communication skills to deal with both internal and external contacts.
- Well-developed interpersonal skills including diplomacy, confidentiality and good judgement as well as the ability to tailor your message to your audience from children through to adults.
- The successful candidate will be required to complete a vulnerable sector check as part of the recruitment process

## **Nature and Scope**

- **Contacts:** This position requires communication with a wide range of internal and external contacts and provides care and supervision to children.
- **Level of Responsibility:** This position performs specialized work with minimal supervision. The role requires the incumbent to provide functional guidance, direction and/or training to students, volunteers and casual supply teachers.
- **Decision-Making Authority:** The Preschool Teacher performs specialized tasks under the general direction of the ECEC Director that follow the ECEC Policies. Routine tasks are performed with relative autonomy. This position is expected to identify problems or new directions and bring them forward for further discussion and resolution.
- **Physical and Sensory Demands:** The incumbent must be able to perform in a fast-paced and varied environment that includes distractions and interruptions. When the incumbent is in program with children they must be able to get down to the children's level by bending, kneeling and sitting on the floor. At times the incumbent will be required to bend/stretch, lift and carry objects such as young

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children, blocks and program supplies. The noise level can be elevated in the classroom with children and activities.

- **Working Environment:** The work will mostly be carried out in the children's program space which requires the incumbent to adapt to child sized furniture and the outdoor weather on the playground in all seasons. There is some exposure to disagreeable situations/conditions when a child is ill or has a washroom accident. Some evening and weekend work is required for ongoing professional development and ECEC family and community events. Due to the school year format of the ECEC children's program, vacation must be scheduled around the children's program sessions and coordinated with the ECEC Director.
- **Note:** Maintaining a clear Police Vulnerable Sector Check is a requirement of this position.