



## **Preschool Early Learning Educator Job Description**

**Reports to** - The preschool director works under the supervision of the preschool director.

### **The Job**

*The primary role of the preschool early learning educator is:*

- Plan and implement a program that encourages physical, social, and cognitive development of each child and that follows the policies and philosophy of the school.
- To instruct children in activities designed to promote all aspects of development and growth needed for primary school.
- Adapt the program to the needs of the individual child with concern for his/her interests, special needs, talents and individual style and pace of learning.
- To implement administrative duties and daily operations of the preschool as directed by the preschool director.

*Duties include:*

### **In the Classroom**

- Assimilate arriving children into the classroom by greeting them, helping them remove their outerwear if needed, and selecting activities of interest to them.
- Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, storytelling, physical activity, and field trips.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Lead a community time, engaging students in discussion and learning through a daily calendar and visual schedule.
- Read books to the entire class or to small groups.
- Teach basic skills such as colour, shape, number and letter recognition, personal hygiene, and social skills.
- Establish classroom routines and routines.
- Implement FCB child guidance policies.
- Observe and evaluate children's performance, behaviour, social development and physical health.
- Serve snacks in accordance with nutritional guidelines.
- Teach proper eating habits and personal hygiene.

### **Relationships**

- Treat each child with dignity and respect.
- Work with the preschool director and other professional staff members to plan and implement activities that carry out the philosophy of the school and accepted early childhood education practices.
- Help each child become aware of his/her role as an integral member of the group.

- Consider the individual child in relationship to his/her cultural and socio-economic background.
- Establish a positive relationship and open communication with parents of the children.
- Support conflict resolution.

### **Physical Environment**

- Maintain a physical environment in the classroom that is inviting and conducive to learning and which lends itself to the teaching of developmentally appropriate activities.
- Be responsible for ensuring a classroom atmosphere that is conducive to learning, fun, and inclusive.
- Ensure a safe, clean environment for all children and employees.

### **Skills and Abilities**

- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination.
- Ability to select and use training and instructional methods and procedures appropriate for the situation when learning or teaching new things.
- A positive attitude toward the work and people involved.
- Strong interpersonal communication skills, as well as writing skills.
- Ability to develop a strong working rapport with others.
- Handles situations with tact and diplomacy.
- Displays a practical approach to problem solving.
- Works effectively independently and as a team member.
- A commitment to the development, progress and inclusion of students with special needs.

### **Requirements**

- Level 3 Early Childhood Educator
- Minimum of three years teaching experience.
- Experience working with children with special needs and/or with difficult behaviours an asset.
- Experience working on communication/speech/language an asset.
- Computer literacy including Microsoft office (word, excel, SharePoint)
- Proficiency in the English language both written and verbal.
- A current criminal record check and vulnerable sector check.
- Fully vaccinated for COVID-19.

### **Working Conditions**

The early learning educator:

- is responsible for the children assigned to them in Foothills Creative Beginnings' preschool.
- must be able to physically adapt the work to the child's level – standing, sitting, lifting light equipment/boxes in the room for set-up and take-down.

The early learning educator typically works from September to June. Work hours may vary depending upon a part-time or full-time position.