

Wagalus School

Preschool Educator Job Description

Job Title: Preschool Teacher

Program: Education – Wagalus School

Status: Full Time

Job Summary:

Under the direction of the Head Start Early Childhood Development Coordinator, the Preschool Teacher will provide a Preschool Education Program for K4 children who attend the Wagalus School. The Preschool Teacher must ensure the development and safety of these children in accordance with Kwakiutl Band Policy and BC Child Care Licensing Regulations. The Preschool Teacher will be respectful of children and parents.

Job Duties:

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

Main Activities

- Plan and implement activities to meet the physical, emotional, intellectual, spiritual, social and cultural needs of the children in the program
- Provide weekly and monthly schedules of activities
- Provide adequate equipment and activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Implement positive guidance policies (i.e. redirecting, positive language, positive reinforcement)
- Ensure equipment and the facility are clean, well maintained and safe at all times
- 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 the children including songs, games, and storytelling
- Provide a safe and secure environment for children to feel comfortable
- Build children's self esteem
- Comfort Children
- Establish routines and provide positive guidance
- Clearly and effectively communicate in a manner that children understand
- Observe children and make note of progress

3. Communicate with parents and members of the community

Main Activities

- Discuss child development with parents
- Discuss identified concerns and needs with professionals when appropriate
- Participate in community activities

4. Maintain program administration

Main Activities

- Keep parents informed of program expectations, program activities and progress of their child
- Develop and maintain current, accurate, and confidential client files
- Develop daily activity plan
- Monitor children's progress by administering PELI

5. Working collaboratively and cooperatively in the development and delivery of the language immersion program

Main Activities

- Meet on a daily basis with Language Teacher and Elders to practice speaking Kwakwala
- Create material and resources for language nest use
- Support the Language Teacher and Elders interacting with children in the language

6. Perform other related duties as required

QUALIFICATIONS

- Early Childhood Education Certificate or equivalent qualifications
- 2 years or more working in a Preschool or Early Childhood environment
- Child Safe First Aid
- Food Safe First Aid
- Class 5 Driver's Licence
- Criminal Record Check Clearance
- Copy of immunization
- TB Test
- 2 letters of reference

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The individual must have proficient knowledge in the following areas:

- An understanding of the Kwakiutl culture
- Child development and early education theories and practices
- Safe and appropriate activities for children
- Relevant legislation, policies and procedures to ensure that we are operating within the license regulations

Skills

The individual must demonstrate the following skills:

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

Personal Attributes

The individual must maintain strict confidentiality in performing the duties of the Preschool Teacher. This individual must also demonstrate the following personal attributes:

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