

Position Description

Position

Preschool Director and Teacher

Purpose

To assist in the physical, mental, social, and emotional development of children ages 3-5 years old by creating engaging environments and teaching educational programs.

Responsibilities

Teaching

- Adheres at all times to the philosophy of treating each child with dignity and respect.
- Incorporates faith and Christian themes as is appropriate and fits with curriculum.
- Creates safe learning environments that tantalize the senses, spark interest, and inspire imagination.
- Prepares daily materials to teach basic skills such as colour/shape/number/letter recognition, personal hygiene, manners, and other important social skills as needed.
- Prepares classroom/learning centres daily to ensure spaces are conducive to learning, are neat and tidy, and toys and equipment are sanitized regularly.
- Organizes and leads activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Establishes and enforces rules for behaviour and procedures for maintaining order.
- Observes and evaluates each child's performance, behaviour, social development, and physical health, and discusses with parents or guardians.
- Meets and interacts with parents or guardians to discuss the child's progress and needs, to determine priorities for the child, and to suggest ways that learning can be promoted at home.

Administration

- Ensures and facilitates the smooth functioning of all aspects of the preschool in order to best serve children and families.
- Maintains accurate and complete student records as required by laws, church policies, and administrative regulations.
- Works closely with the church's administrative team to ensure the efficient administrative and financial operation of the preschool.
- Facilitates the recruitment and selection, hiring and orientation of all new preschool staff in coordination with the Associate Pastor.
- Provides supervision, leadership, and support to all preschool staff.
- Conducts marketing and promotes the preschool within the community.

- If necessary, organizes and facilitates fundraisers to help cover costs of operating the preschool and to keep tuition reasonable.
- Registers students and collects all forms and information necessary to enroll students in the program.
- Keeps track of classroom supplies and materials, and orders as needed.
- Enforces all administration policies and rules governing students.

Educational Requirements

- At least five years of experience working with preschool-aged children
- ECE accreditation of Level 2 or higher
- Government of Saskatchewan Play and Exploration Training Phase One and Two
- CPR/First Aid

Accountable for

- Students (ages 3 to 5 years of age)
- Teaching Assistant

Accountable to

- Associate Pastor