



Grande Prairie ^{and District} Catholic Schools

Job Description

EARLY LEARNING INSTRUCTOR

Date Created	June 2018
Date Amended	

Reports To

School Principal

Supervisor of Early Learning

Summary

Under the direction of the Supervisor of Early Learning and the Principal of the school, the Early Learning Instructor will be responsible for ensuring that the Pre-Kindergarten program aligns with and supports the Grande Prairie & District Catholic Schools Guiding Principles, and the philosophy, goals and outcomes as outlined in the Early Childhood program guide.

Under the direction of the School Principal, the Early Learning Instructor performs tasks to ensure the smooth operation of the Pre-Kindergarten program.

The Early Learning Instructor will be responsible for creating a stimulating learning environment for children aged 2.5 to 5 years. In Pre-Kindergarten, children are encouraged to explore, learn and communicate as they play in a safe, nurturing classroom. Positive play experiences are aimed at fostering optimal development of social interaction skills, communication skills, emotional skills, creative expression, fine and gross motor skills, and problem solving / intellectual skills.

Qualifications

Formal Education

- Early Childhood Diploma or equivalent
- Certification for Child Development Worker (Level 2) OR Supervisor (Level 3)
- Educational Assistant or Rehabilitation Practitioner Diploma may be considered.
- First Aid Certificate is preferred. Opportunities to acquire certification will be supported by the District throughout the year

Experience

- Experience working with children in an Early Childhood Program. At least two (2) years' experience is preferred

- Experience working with children with special needs in an organized setting
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Knowledge of early childhood development and best practices in early learning
- Effective interpersonal and communication skills
- Strong organizational skills and the ability to work in a fast-paced environment
- Able to lead large group activities, as well as instruct small groups or individual students
- Able to establish rapport with young students who present with physical, emotional and learning disabilities
- Able to maintain confidentiality and honor the right to privacy for all students and their families during and outside the school day
- Able to communicate effectively with students, staff and parents as necessary and where supported by the Classroom Support Teacher or School Administrator

Duties and Responsibilities

- Oversee the day-to-day operations of the Pre-Kindergarten program
- Create and facilitate a classroom environment that provides safety and security for students to learn in an interactive, play-based setting
- Select, plan, and implement play-based creative experiences that meet the needs of young learners
- Lead and model early learning activities including instructional presentations, stories, songs and creative expression opportunities
- Foster routine awareness by providing consistency in Pre-Kindergarten programming
- Foster social development by modelling and facilitating positive interactions among all students
- Prepare instructional materials and resources that are developmentally-appropriate to support student participation and engagement in learning opportunities
- Maintain open communication with parents and guardians to help parents reflect on their child's learning and development
- Work alongside Pre-Kindergarten Educational Assistants to maintain on-going communication and delegation of tasks (as required to implement Pre-Kindergarten programming and/or individualized support for specific students)
- Attend, as required, meetings that pertain to student services and programming
- Communicate with the Classroom Support Teacher in identifying students in need of specialized services, and collaborate on the implementation of IPP objectives for individual students
- Consult and collaborate with multi-disciplinary team (ie. Speech-Language Pathologist, Occupational Therapist, Physiotherapist, Psychologist, Behavioral Consultant, Classroom Support Teacher) to support inclusive programming

- Implement, as required, strategies and resources recommended by specialists to meet the needs of specific students
- Participate in ongoing professional development activities and apply knowledge gained through professional development to the classroom
- Other duties as assigned

Work Conditions

- Walking, sitting or standing for extended periods of time
- Pushing, pulling, lifting and carrying supplies and equipment
- Must have good health in order to manage health-care needs of students
- Given the active nature of early learning classrooms, appropriate clothing for the position may be a requirement

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____