

**Steveston Community Society**  
**PRESCHOOL INSTRUCTOR II**

**Job Summary:**

Reporting to the Preschool Coordinator, Community Facilities Coordinator or Director of Child Care Services, assists with the development and implementation of a comprehensive community based preschool program for ages 3-5yrs and/or 2yrs.

**Duties and Responsibilities:**

**Programming**

Plan, implement, organize and lead preschool activities, special events, fundraising and field trips; assist in developing preschool curriculum

Assist with the development and implementation of a comprehensive community based preschool program for ages 3-5 and or 2 years

**Supervisory**

Assist in the hiring of preschool staff; provide work direction to Preschool/Instructor I

Assist volunteers and practicum students in the classroom setting

**Customer Service/Communication**

Attend to children's physical needs, which may include toileting and eating

Provide information to visitors wanting to hear about the program and/or see the classroom

Attend regular meetings with preschool instructors and Preschool Coordinator

Communicate problems or concerns with children, families, staff and external agencies

Recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists

**Safety/Risk Management**

Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis

Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol

Administer medications as required in accordance with established policy

Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff

## **Administrative**

Plan and organize classroom layout

Provide input into budget; order supplies and equipment

Work with agencies to acquire resources for children

Attend regular meetings with preschool instructors, Supervisor and where appropriate

Responsible to document and report child abuse to supervisors and the Ministry

Responsible to fill out accident report forms

Other related duties as assigned and may vary according to facility.

## **Required Qualifications:**

Grade 12 plus an Early Childhood Education Certificate and two year's experience or an equivalent combination of education and experience

Licensing requirements prior to start date:

Standard, Childsafe or Emergency First Aid including CPR C,

Physician's note,

19+yrs of age,

Criminal record check,

Immunization records

## **Desirable Qualifications:**

Post basic ECE training

Reggio workshops

Montessori certificate

2<sup>nd</sup> language

Sign language

Music background

Food safe

**How to apply:**

Resumes can be emailed to [tpang@richmond.ca](mailto:tpang@richmond.ca) or faxed 604-718-8096.

Tara Pang  
Preschool Coordinator  
Steveston Community Centre  
4111 Moncton Street  
Richmond, BC V7E 3A8

Deadline to apply is 5:00pm Friday, May 11, 2012.