



Hillview Preschool Supervisor/Head Teacher Job Description

Name of Facility: Hillview Parent Participation Preschool (South Burnaby, BC, Canada)

Employment Terms: Part-time, permanent position from September 2019 –June 2020, with the hope that the Head Teacher will continue on for the following school years

Position Start Date: August 26, 2019 (the preschool will offer paid training in May/June 2019 so the successful candidate can spend time with our current staff and familiarize themselves with our Preschool program)

Hours of Work: Monday to Thursday from 8:30 AM – 1:00 PM with additional paid prep time (for a total of 20-25 hours per week)

Salary & Benefits:

Rate of Pay: We offer a competitive salary of \$17.90-30.90/hour based on experience and qualifications

Benefits: Paid vacation over Christmas and Spring break, paid stat holidays and sick days. \$130/month in lieu of benefits after a three-month probation period.

Overview

We are currently seeking an energetic, engaging, and passionate Early Childhood Educator who will be responsible for implementing a safe and developmentally appropriate part-time preschool program to teach children between the ages of three and five years old. Under the direction of the Parent Executive, the Head Teacher will work directly within the preschool program, coordinating the daily operation and delivery of childcare services, along with providing care and creative programming for children in a group setting.

The position includes assisting with the development of a learning program based on children's play interests and their intellectual, physical, social, and emotional needs; working with parents to create a high standard of education for children; working with other staff members and parents; and cultivating effective Parent-Teacher relationships to provide the best possible environment for all children to play, grow, and learn together.

Qualifications:

- License to Practice as an Early Childhood Educator (ECE) as issued by the ECE Registry of British Columbia
- Relevant teaching experience required
- Current and valid Child First Aid and CPR certificate

Required:

- Enjoys working with preschoolers and their parents.
- Proof of medical fitness
- Criminal records check
- Immunization history
- Three written reference letters

Required Characteristics

- Enjoys working with preschoolers and their parents.
- Displays confidence and maturity in guiding and nurturing children; maintains a professional rapport and confidentiality when liaising with adults.
- Has the ability to contribute to and motivate children to participate in all program areas.
- Knowledgeable and passionate about child development, and a believer in the value of a play-based preschool education.
- Willing to bring new ideas, processes, and traditions to the Preschool while remaining open to observing some existing ones.
- Displays strong and effective organizational and communication skills.
- Prior experience as a preschool teacher in an early learning centre, and with Parent Participation Preschools, is highly beneficial.
- The individual should be self-directed and comfortable working independently.

Key Responsibilities

1. Work with the preschool team, parents and contractors.
2. Assist with the planning and development of a safe and developmentally appropriate preschool program for 3 to 5-year-old children in accordance with the Preschool's philosophy and goals.
3. Set-up classroom, and supervise children in the Preschool.
4. Provide direction and guidance to parents working on "duty days" in the classroom.
5. Cultivate effective Parent-Teacher relationships to provide the best possible environment for all children to play, grow, and learn together.
6. Give assistance with all committees concerned with the Preschool program.
7. Assisting to guide immunization, sick child, first aid and emergency policies and procedures as outlined by the Preschool.
8. Assist with administrative duties including record keeping, reports, phoning and shopping for the Preschool.
9. Support the operation of the preschool including organizational tasks such as writing monthly newsletters, booking presenters and field trips, working with the Licensing Officer, etc.
10. Maintain a program of ongoing professional development.
11. Perform other related duties as required.

Further Information

The preschool program runs from 9:15am - 12:15pm Monday to Thursday. The Head Teacher will receive additional paid hours for set-up/clean-up and prep time, a total of 20-25 hours/week. Attendance at occasional evening General Meetings is required, as well as attendance during special events.

Only candidates selected for an interview will be contacted. Applications for the position close at 5pm on Sunday, March 31st, 2019 and interviews will be held at the beginning of April. Qualified applicants should send their covering letter (reference this job in the subject line please) and resume to: *Hillview Preschool Hiring Committee* care of Kristy Hartley: personnel@hillviewpreschool.ca