

Job Posting - Preschool Instructor 1 I Sub

Job Summary

Reporting to the Preschool Coordinator, the Preschool Instructor I assists with the development, planning and implementation of a comprehensive community based preschool program; organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum.

Job Location

Successful candidates may be employed by the following organizations: West Richmond, Sea Island, Thompson, South Arm, Cambie, City Centre, Hamilton Community Associations; Steveston Community Society. (Note: Not all organizations may be hiring for this position).

Duties and Responsibilities

- Assist volunteers and practicum students in the classroom setting.
- 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.
- 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.
- 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.
- 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 one years experience or an equivalent combination of education and experience.
- BCRPA High Five - Principles of Healthy Child Development Certification (or willing to obtain).
- Licensing requirements prior to start date: Standard, ChildSafe or emergency First Aid including CPR C, 19+ years of age, criminal record check and immunization records.

Desired Qualifications

- Post Basis ECE Training
- Second language
- Food Safe Certificate

Compensation and Benefits

- \$22.56-\$25.39/hour

How to Apply

This is an ongoing job posting. To apply for this position, please email associationcareers@richmond.ca
(Adobe PDF or MS Word format only)

We thank all applicants in advance for their interest. However, only those under consideration will be contacted.

Duties may be carried out in a City owned facility, however the City is not the Employer for this position

This position is restricted to those legally entitled to work in Canada.



SEA ISLAND
COMMUNITY ASSOCIATION