

Preschool Instructor
Recreation Division

DEFINITION

Under the general direction of a Recreation Programmer or Program Technician, the Preschool Instructor is responsible for the planning, management and instruction of Preschool Programs. Preschool Programs (i.e.: Kiddie Capers, Exploring Our World, Preschool Delight and Lilliput Preschool) are 10 months in length and provide experiences to promote social, physical, emotional and cognitive development for children in preparation for Kindergarten. The Preschool Instructor ensures that participants are acting in accordance to the facility rules and that the facility and equipment are in good working condition.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Provides direct instruction, leadership and program management to ten month Preschool Program.
- Plans, prepares and implements a ten month educational program which prepares children ages 3-5 years for kindergarten and may include seasonal themes, specific class content, field trips and special events.
- Creates and provides all written and verbal communication to parents on a daily, weekly and/or monthly basis.
- Assists children to develop independence in preparation for school.
- Provides direction of work to Preschool Assistant.
- Establishes and maintains positive, trusting relationships with children and their parents or caregivers.
- Provides regular feedback to parents about children's progress/behaviour and works with parents in addressing concerns.
- Prepares the room and equipment necessary for instruction prior to the start of each class and maintains a safe and clean work environment.
- Welcomes and provides accurate and enthusiastic feedback to children.
- Orientates and provides direction to volunteers in following established program routines and procedures.
- Keeps accurate attendance records and prepares reports for submission to Supervisor and /or parents.
- Conducts ongoing program evaluation and makes appropriate changes to the program as required.
- Maintains inventory of program equipment and materials. Responsible for purchasing and ordering supplies with approval of Programmer.
- Responsible for the safety and welfare of children.
- May meet with other professionals to discuss individual student's needs and progress as required.
- Maintains a familiarity with each child's registration details and knowledge of any pertinent medical or developmental history.
- Ensures program equipment is appropriately stored following end of class.
- Attends scheduled in-service training sessions.

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Good working knowledge of delivering a ten month developmentally appropriate curriculum for children aged 3-5 years
- Ability to give instruction in a safe, controlled and organized manner.
- Must be organized, creative, independent and self motivated
- Ability to work well with others
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 12.
- 3 months experience program delivery for 3-5yr olds.
- 3 months experience in preschool program planning.
- Satisfactory Police Information Check.
- Current Emergency First-Aid and CPR-C.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.