



EMPLOYMENT OPPORTUNITY Preschool Instructor 2



Job Summary:

Applications are currently being accepted for one Preschool Instructor 2 position at the Thompson Community Centre for the 2018-2019 school year. This position reports to the Preschool Coordinator and involves assisting with the development and implementation of a comprehensive community play based preschool program for ages 3-5yrs.

Duties and Responsibilities:

- 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.
- 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. 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.
- 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 the Health Medical Safety regulations, follow proper Centre protocol. Administer medications as required in accordance with established policy. Keep facilities and equipment safe and clean, reporting any repairs and concerns.
- Work with agencies to acquire resources for children. Responsible to document and report child abuse. Responsible to fill out accident report forms. Other related duties as assigned.

Required Qualifications:

- Grade 12 plus Early Childhood Education Certificate and two years' experience or an equivalent combination of education and experience.
- Licensing requirements prior to start date: 19+ years of age, Standard Childsafe or Emergency First Aid including CPR C, Criminal record check, Immunization records.

Hours of Work: February – June 2019

31.25 Hours Weekly: 7.75 hours Monday/Wednesday/Friday and 4 hours on Tuesday/Thursday

Salary: \$21.07 per hour

Benefits package after a three month probation period.

Eligible for the ECE-WE

Please Send Resume and Cover Letter by January 15, 2019 to:

Anna Thymis, Preschool Coordinator: AThymis@richmond.ca
Thompson Community Centre
5151 Granville Avenue
Richmond, B.C. V7C 1E6

Thompson Community Association thanks all applicants in advance for their interest. However, only those candidates under further consideration will be contacted.