



## **Tom Thumb Preschool Job Opportunity: Assistant Teacher**

5 mornings/week (M, T, W, Th, F) Part time - Fall 2018

Tom Thumb is a well-established Parent Involvement Preschool with a solid reputation in the Dunbar area. We offer programs for two, three, and four-year olds.

At Tom Thumb, we believe that play is really the cornerstone of quality early childhood programs and that it is through play that children learn about themselves and their world. Parents work alongside our two teachers in the classroom and take an active role in running the school. Tom Thumb operates with a true cooperative model.

The successful candidate will demonstrate confidence in guiding and nurturing children, as well as maturity, professional rapport and confidentiality to liaise with parents.

### Qualifications:

- Early Childhood Education Certificate
- Current First Aid and CPR Certificate
- Criminal record check will be required

### Classroom Duties:

- Assist supervising teacher in the implementation of the children's program
- Ensure health and safety of children, while guiding and inspiring them
- Ability to contribute to and motivate children to participate in all program areas:
  - music, science, arts, dramatic play, literature
- Collaborate and communicate effectively with supervising teacher and parents
- Provide direction to parents working on "duty day" in the classroom
- Assist with classroom set-up and clean-up

Administrative Duties:

- Attend general monthly and executive meetings, as requested
- Participate in daily and weekly planning meetings
- Participate in Parent/Teacher interviews
- Support supervising teacher in various tasks, as needed (e.g. special events)

Attributes:

- Energetic, hard worker with a positive “can do” attitude
- Flexible and adaptable with the ability to multi-task
- Competence in dealing with guidance issues

If you are a fun-loving, compassionate and caring ECE teacher with a passion for nurturing and stimulating children through play-based learning, we want to hear from you. We base our salary on the Council for Parent Participation guidelines and work experience. Sick leave, vacation pay, stat pay and monthly benefit amount are included. Minimum of 22 hours per week plus paid preparation and meeting hours. Start date August 27th, 2018.

**Please submit your resume and covering letter, including your reasons for wanting to work with a Parent Involvement Preschool to [jobs@tomthumbpreschool.ca](mailto:jobs@tomthumbpreschool.ca). Application deadline is ongoing until the right applicant is found, so please apply the soonest you can. For more information, please refer to our website ([www.tomthumbpreschool.ca](http://www.tomthumbpreschool.ca)).**