



WEST RICHMOND COMMUNITY ASSOCIATION PRESCHOOL INSTRUCTOR 1

Reporting to the Preschool Coordinator, the Preschool Instructor 1 assists with the development and implementation of a comprehensive community based preschool program for ages 3-5 years and/or 2 years.

Duties and Responsibilities:

- Organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum.
- Assist volunteers and practicum students in the classroom setting.
- Attend to children's physical needs, which may include toileting and eating.
- 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 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.
- Other related duties as assigned and may vary according to facility.

Required Qualifications:

- Grade 12 plus enrolled and working towards an Early Childhood Education certificate and one year's experience or an equivalent combination of education and experience.

Desired Qualifications:

- Post Basic ECE training.
- 2nd language.
- Food Safe certificate.

Hours of Work and Remuneration:

- Part time hours – vary based on availability
- \$19.15 per hour.
- In effect for September 2018.

Send cover letter and resume to:
West Richmond Community Association:
Alex Homeniuk, Community Facilities Coordinator
9180 No. 1 Road, Richmond, BC V7E6L5
Email: westrich@richmond.ca

Deadline to Apply: Wednesday July 13, 2018.

