



## 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
- Infant/Toddler experience.
- 2nd language.
- Food Safe certificate.

### **Hours of Work and Remuneration:**

- Varying shifts M-F 8:30am-3:00pm
- \$19.15 per hour.
- In effect for September 2018.

**Send cover letter and resume to:**  
West Richmond Community Association:  
Nicola Thompson, Preschool Coordinator  
9180 No. 1 Road, Richmond, BC V7E6L5  
Email: [westrich@richmond.ca](mailto:westrich@richmond.ca)