

JOB DESCRIPTION

Job Title: Preschool Instructor

Primary Focus:

The Preschool Instructor is responsible for providing a safe, caring and developmentally appropriate preschool program at the TransAlta Tri Leisure Centre (TLC), in accordance with all relevant legislation, policies and procedures as outlined by the Government of Alberta and the TLC. The Preschool Instructor will be responsible for planning and implementing a program that covers various areas of a child's development, such as motor skills, social and emotional development and language development. They will also be required to promote the TransAlta Tri Leisure Centre by providing friendly, courteous and professional service, identifying needs, recognizing moments of opportunity, providing value-added advice, and providing the appropriate solution to meet the customer requests.

Specific Accountabilities:

- Demonstrates extensive knowledge of the Government of Alberta's approved preschool policies, procedures.
- Prepares and submits preschool program plans to the TLC preschool supervisory team and inspecting licensing officers upon request.
- Plans and implements activities to meet the physical, emotional, intellectual and social needs of the children in the program as outlined in the Government of Alberta and TLC's approved preschool program plan, including:
 - Develops activities that introduce math and literacy concepts.
 - Develops activities that utilize children's play to further language and vocabulary development.
 - Follows the Canadian Sport for Life Long Term Athlete Development model to develop physical literacy in an age appropriate progression. The Preschool Instructor is required to introduce fundamental movement skills to participants throughout the program.
 - Guide children through group activities emphasizing positive communication and cooperation, along with building conflict resolution and friendship skills.
 - Create an environment where children are free to express themselves creatively and celebrate their individuality and uniqueness.
 - With the use of developmentally appropriate activities, children are given opportunity to experience mastery of different tasks leading to feelings of success and confidence.
- Communicates clearly and effectively in a manner that children understand.
- Identifies individual opportunity for growth and makes notes of progress.
- Communicate regularly with parents regarding child's progress.
- Integrates special needs children in a positive and respectful manner.
- Prepares and completes the required administrative duties, as per Child Care Licensing legislation and TLC procedures and expectations:
 - Submit lesson plans one month in advance, following the approved preschool program plan as described above.
 - Complete daily staff and children attendance sheets.
 - Ensure medication administration forms are completed and filed in the required locations when necessary.
 - Report Child Care Facility Illness Incident Logs to Alberta Health Services.
 - Completes and executes monthly record of fire drills.
 - Complete accident and incident reports in a timely fashion. Report critical incidents to Edmonton and Area Child and Family Services immediately, following with the prescribed critical incident report.
 - Ensure all children's files are complete and up to date with all required forms, including the portable records that must be with staff at all times.
- Follow Health and Safety recommendations as outlined by Alberta Health Services Public Health and TLC policies and procedures including:

- Arts and crafts procedure; proper use of play dough and sand tables; cleaning and disinfecting procedures; and cleaning of blood and body fluids.
- Completes and signs off on daily, weekly, and bi-weekly cleaning schedule.
- Develops weekly and monthly schedules of activities in accordance with program plans and the Government of Alberta's approved preschool policies, procedures.
- Maintains equipment and supplies needed to run preschool programs in a neat and organized fashion.
- Maintains and works within the approved budget.
- Develops and fosters customer relationships through professional, courteous, and efficient service for all basic customer service requests by means such as phone, e-mail or in person.
- Creates a safe, inviting physical environment through awareness of the effects of environment on children's welfare.
- Maintains and develops TLC image and reputation, and protect and develop the TLC's brand via suitable promotional activities.
- Oversee, mentor, and plan tasks for the Preschool Facilitator and any volunteers.

Competencies/Skill-Sets Required:

- Exceptional customer service focus and passion for working with children.
- Strong communication skills (oral), listening skill, ability to ask questions.
- Independent decision-making, problem solving and analytical skills.
- Stress management skills
- Time management skills
- Teaching and classroom management skills
- Teamwork and cooperation.
- Knowledge of developmental abilities and interests of preschool aged children.
- Awareness of behavioral management techniques.
- Knowledge and understanding of Occupational Health and Safety.

Designations/Skill-Sets Required:

- Post- secondary degree or diploma in Early Learning and Childcare or a related designation.
- Current Certification as Child Development Worker or Supervisor.
- 3 years minimum experience working with young children in a classroom setting.
- Proficiency in the use of MS Word, Excel, Intelli Leisure, email and experience with the Internet is an asset.
- HIGH FIVE Principles of Healthy Child Development, AFLCA Ever Active Kids or related physical literacy training would be an asset.
- Standard First Aid/CPR/AED is required.
- Cleared criminal record check and child welfare check are required.

Recruits From:

- External candidate with experience as a Preschool instructor.
- External candidate with early Child Care Diploma.

Career Progression Opportunities:

- External Early Child Care/Play school organizations
- Program Coordinator Children and Youth

Reports To:

- Program Coordinator Children and Youth

Direct Reports:

- Nil