



JOB DESCRIPTION

Title	Preschool Teacher (Level 2 OR 3 Early Childhood Educator)
Reports To	FM Preschool Board of Directors

Job Purpose

The role of the Preschool Teacher is to develop and implement age-appropriate lesson plans and activities, maintain a well-organized and safe classroom, and create a positive and engaging learning environment, with the goal of fostering social skills, cooperation, and emotional well-being.

Duties and Responsibilities

Planning and Implementing Curriculum:

- Design and implement a preschool program that meets all licensing requirements with age-appropriate lesson plans and activities.
- Complete a class calendar including a general outline, show & tell, birthdays and parent volunteers
- Lesson plan, and keep detailed lesson and monthly plans using a plan book
- Assign the teacher's assistant preparation work during their work hours.
- Participate in staff meetings and professional development activities.

Classroom Management:

- Provide a happy, healthy, learning environment, promoting child physical, social and intellectual growth.
- Maintain a well-organized and safe classroom, following a routine that is posted visibly in the classroom
- Manage behavior and create a positive atmosphere for learning, including strong communication with parents and caregivers
- Provide group and individualized attention, with additional support or challenges as needed
- Arrive in the classroom with enough time to adequately prepare for the class, and be ready to greet the children and caregivers when they arrive

Assessment and Evaluation:

- Communicate with parents and caregivers to ensure the wellbeing of the child while in the classroom in a positive and professional manner.
- Assess and monitor the development of each child, observe progress and adapt teaching strategies to accommodate different learning styles and abilities



- Keep records of children's progress and communicate these with parents and caregivers

Qualifications

- Completion of a 2-year early learning and child care diploma program offered by an Alberta public college or university, or an approved educational equivalency may be considered
- Valid First Aid/ CPR certification
- Clear Criminal Record Check and Vulnerable Sector Check
- Proven experience designing and implementing preschool curriculum

Core Competencies

- Strong understanding of child development
- Communication
- Organization and Planning
- Classroom Management
- Curriculum Development
- Patience and Flexibility
- Creativity and Imagination
- Health and Safety Awareness

Schedule & Working Conditions

- This position aligns with the school calendar year (early September through late June) with class preparation beginning in August
- From September through May, must be on-site Tuesdays and Thursdays from 8am to 3:30pm
- Work in an indoor classroom designed for young children; supervision of outdoor activities is also required
- May involve physical activities such as sitting on the floor, bending, lifting, and actively engaging in play and movement activities with young children
- Includes supervision and safety of children at all times, including during classroom activities, playtime, and transitions,
- Work with young children may require emotional resilience and patience. Handle challenging behavior, support emotional development, and provide a nurturing and supportive environment.



JOB DESCRIPTION

Title	Preschool Teacher's Assistant (Level 1/2 ECE)
Reports To	FM Preschool Board of Directors

Job Purpose

The role of the Preschool Teacher's Assistant is to provide support to the teacher in creating a positive learning environment for young children. The assistant plays a crucial role in facilitating the day-to-day operations of the preschool classroom and ensuring the well-being and development of the children.

Duties and Responsibilities

Support Classroom Instruction:

- Assist the teacher during instructional time by reinforcing concepts, helping with demonstrations, and providing one-on-one assistance to students needing extra guidance
- Observe the progress and development of the children in the classroom and to suggest to the teacher any changes to the curriculum if needed
- Communicate with the teacher regarding any concerns, questions or suggestions on improving the classroom
- Assist the teacher with preparation work as requested, including lesson planning, monthly calendar, and craft preparation
- Help maintain a clean and organized classroom environment

Assist with Classroom Management:

- Support the teacher in maintaining a positive and inclusive classroom environment
- Help enforce rules and expectations for behavior among the children
- Offer individualized attention to children with specific needs, ensuring that they are included and supported in the classroom
- Offer emotional support to children as needed, helping them navigate challenges and fostering a positive and nurturing atmosphere
- Arrive in the classroom 30 minutes before classes start and to have everything ready for the day and to be ready to greet the children and caregivers when they arrive.

Communication with Parents:

- Respond to parent questions regarding their children in a positive and professional manner
- Assist with the transition of children to parents at the end of the class and assist with clean up activities



Qualifications

- Completion of an Alberta Child Care Orientation Course or equivalent training program as outlined by the Government of Alberta
- Valid First Aid/CPR certification
- Clear Criminal Record Check and Vulnerable Sector Check

Core Competencies

- Strong understanding of child development
- Communication
- Organization
- Classroom Management
- Patience and Flexibility
- Creativity and Imagination
- Health and Safety Awareness

Schedule & Working Conditions

- This position aligns with the school calendar year (early September through late June). Class preparation in August may be required
- From September through May, must be on-site Tuesdays and Thursdays from 8am to 3:30pm
- Work in an indoor classroom designed for young children; supervision of outdoor activities is also required engaging in play and movement activities with young children
- Includes supervision and safety of children at all times, including during classroom activities, playtime, and transitions
- Work with young children may require emotional resilience and patience. Handle challenging behavior, support emotional development, and provide a nurturing and supportive environment