



# Steveston Community Society

*Serving the Community of Steveston Since 1946*

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## EMPLOYMENT OPPORTUNITY

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### PRESCHOOL INSTRUCTOR 1

#### **Job Summary:**

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

#### **Duties and Responsibilities:**

##### **Programming**

Assist with the development, planning and implementation of a comprehensive preschool program; organize and lead preschool activities, special events, fundraising and field trips; develop preschool curriculum

##### **Supervisory**

Assist volunteers and practicum students in the classroom

##### **Customer Service/Communication**

- Attend to children's physical needs, which may include toileting and eating
- Provide information to visitors wanting to hear about the program and/or see the classroom
- 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

##### **Safety/Risk Management**

- 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

##### **Administrative**

- Plan and organize classroom layout
- Order supplies and equipment
- Work with agencies to acquire resources for children
- Attend regular meetings with preschool instructors, Supervisor and where appropriate
- Responsible to document and report child abuse to supervisors and the Ministry
- Responsible to fill out accident report forms
- Other related duties as assigned and may vary according to facility.

#### **Required Qualifications:**

- Grade 12 plus enrolled and working towards in an Early Childhood Education certificate and one year's experience or an equivalent combination of education and experience
- BCRPA High Five - Principles of Healthy Child Development Certification



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## Licensing requirements prior to start date:

- Standard, Childsafe or Emergency First Aid including CPR C
- Clear Criminal Record Check
- Physician's note,
- 19+yrs of age,
- Immunization Record

## Desirable Qualifications:

- Post Basic ECE Training
- Reggio Workshops
- Montessori Certificate
- 2<sup>nd</sup> language
- Sign language
- Music background
- Food safe

## HOURS OF WORK AND WAGES

- School year (September 2022 to June 2023) Monday to Friday, approximately 21 to 26.25 hrs/week
- Wages: \$20.54/hour (rate effective Sept 1, 2021. The Sept 1, 2022 rate under review), plus \$4.00 per hour Wage Enhancement for ECE certificate holders

**Interested candidates may apply for this position by sending a cover letter and resume to:**

**Catherine Nevada – Preschool Coordinator**

**Email: [catherine.nevada@richmond.ca](mailto:catherine.nevada@richmond.ca)**

Steveston Community Centre

4111 Moncton Street

Richmond BC V7E 3A8

The deadline for receiving applications is **July 27, 2022 @ 5:00pm.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.