

POSITION DESCRIPTION	
<b>A. POSITION TITLE:</b>  Designated Early Childhood Educator (Level 4)	<b>B. DEPARTMENT:</b>  Elementary schools
<b>C. TITLE OF IMMEDIATE SUPERVISOR:</b>  Principal	<b>D. TITLE OF IMMEDIATE SUBORDINATES:</b>  N/A

POSITION SUMMARY
Reporting to the Principal, responsible for working in collaboration and in partnership with the classroom teacher to plan and implement full day early learning kindergarten program in accordance with Board policies, procedures and Ministry of Education.

TASK LIST	
In cooperation with the teacher, the Designated Early Childhood Educator will be responsible for the following duties and responsibilities:	
Task #	Description
1.	Research, plan, prepare and implement learning experiences that are age appropriate, according to the student's needs and interests to ensure all developmental domains are met. Modeling, practising and instructing large and small group activities.
2.	Assess program supplies and gather a variety of resources and materials (e.g. books, paper, paint, natural materials, etc.). Organize/set up the learning environment on a daily basis (e.g. tables, chairs, toys, tricycles, scooters, etc.).
3.	Implement modifications to support special needs students to meet their individual needs and learning styles.
4.	Implement behaviour management strategies to problem solve and provide support.
5.	Observe and assess the progress of students and enhance learning using various tools such as anecdotal notes, pictures, videos, observation notes, photos, samples of student learning and interactions with students, etc.
6.	Meet with a multi-disciplinary team and in-school review committee as needed to ensure needs and strengths are identified and support is in place.
7.	Identify student needs and plan next steps; assemble documentation and assessment evidence to offer input for the kindergarten communication of learning (KCOL).
8.	Supervise Kindergarten students including receiving and releasing, bus loading/unloading, monitoring inside/outside of the classroom and during all transitions with routines (lunch, breaks, and washroom) to ensure safety on and off site.
9.	Support student welfare and well-being.
10.	Collaborate in a team environment to communicate, share ideas and concerns, plan learning experiences, set goals and objectives.
11.	Conduct parent interviews/conferences.
12.	Take daily student attendance and report absences to administration. Communicate with parents, school team, colleagues and community partners to support student needs.

13.	Ensure the learning environment is safe, clean and conducive to responding to students' needs and interests (e.g. flow of the day, visual schedules).
14.	Performs other related duties as assigned.

This is a fair and reasonable statement of the general duties and responsibilities of the position as they currently exist and it is understood that it is not intended to reflect all the duties inherent in the job.

<u>H. Campbell</u>	<u>Nov 20, 2018</u>
Employee Signature	Date
<u>[Signature]</u>	<u>Nov 23 / 18</u>
Supervisor Signature	Date

Date November, 2018