JOB DESCRIPTION #181-2

Halifax
Regional Centre for Education

Pre-Primary Substitute
Program

Title

Pre-Primary Substitute - Program

Scope of Responsibilities

The Pre-Primary Substitute will support the children in the Pre-Primary program by understanding and responding to their needs, and providing support with material and snack preparation when required. The Pre-Primary Substitute will ensure the well-being and safety of children, support with possible toileting needs and dressing needs for indoor and outdoor play. The Pre-Primary Substitute will play with children engaging their natural curiosity. The Pre-Primary Substitute will work as a member of the Pre-Primary team and reports directly to the Lead ECE while working in the PP program.

Competencies Required

The Pre-Primary Substitute shall have the following competencies:

(a) Demonstrate ethical and respectful professional behaviour;

(b) Demonstrated ability to work cooperatively in an active child-centred environment;

(c) Strong interpersonal skills;

(d) The ability to apply an awareness of developmentally appropriate practices, child-centred and emergent curriculum;

(e) The ability to work with a diversity of developmental needs;

(f) The ability to demonstrate responsibility toward the work schedule;

(g) The ability to address conflicts or challenges within the protocol approved for the program;

(h) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups such as government agencies;

(i) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;

(j) The ability to maintain and promote confidentiality;

Qualifications

(a) Recent experience (within past 5 years) working with pre-school children;

(b) Current certification in First Aid an asset;

(c) Training and/or experience in a play-based learning environment is an asset.

Specific Job Components

The Pre-Primary Substitute shall perform tasks as are assigned by the Lead Early Childhood Educator in cooperation with the Supervisor Pre-Primary Program. These tasks may vary, from time to time, with the evolution of the program and may include but not be limited to the following:

(a) Work cooperatively under the direction of the Lead Early Childhood Educator (ECE);

(b) Play with children engaging their natural curiosity and interests;

(c) Support a learning environment that is inviting to all who participate in the program;

(d) Make a positive contribution to early learning programming and to the school community;

(e) Participate in training and professional development as appropriate;

(f) Work cooperatively with parents and community-based providers as part of the program;

(g) Assist children in personal care growth areas such as toileting, feeding and hygiene;

(h) Support the Lead ECE in developing a truly inclusive environment for the children and families participating in the program;

(i) Other duties as required.