



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center
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JOB DESCRIPTION

General Information

Job Title:	Teacher/Classroom Coordinator
Sector:	Education
Terms:	
Date of Job Description:	January 2006
Date of Revisions:	June 2017/August 2022

The Incumbent

Name of Incumbent:	
Date of employment:	
Immediate Supervisor:	Supervisor of Program Services
Name of Supervisor:	

General Description of the Job

Under the direct supervision of the Supervisor of Program Services, the Teacher/Classroom Coordinator provides a holistic, culturally based inclusive, early childhood education program and supervises and trains classroom assistants.

Description of the Job	
Responsibilities	Tasks
To develop and implement an inclusive and culturally based early childhood educational program	<ul style="list-style-type: none"> - Is knowledgeable about Early Childhood Education and plans developmentally appropriate activities. - Provides appropriate learning centers and instruction to allow for the development of language, cognitive, social, emotional, physical and cultural capacities of all children - Plans daily schedule which provides for a balance of activities, including quiet time, guided activities, small group and large group activities, music and movement, indoor and outdoor play and at least 60 minutes of free choice time. - Collects materials and is well prepared for daily activities and project time. - Activities reflect the interests of the children. - Encourages children to share ideas, thoughts and questions and encourages them to find their own answers. - Responds in a sensitive manner to children's needs as they arise, using the principles of Circle of Security. (if received training) - Demonstrates effective classroom management skills and guides behavior using positive language. - Knows the needs and goals of the children in the class with IEPs. - Makes adaptations and accommodations and encourages all children to participate in learning opportunities and activities.
Documentation and assessment of individual children	<ul style="list-style-type: none"> - Documents and records each child's learning in the class by using work samples, photos, and anecdotal notes. - Reviews and scores individual development screens (ASQ) for each child. - Implements strategies to meet individual needs.

	<ul style="list-style-type: none"> - Collaborates with specialists to develop supplemental programs to respond to specific needs and follows through with recommendations and IEP goals. - Maintains updated evaluation and observation data on each child. - Effectively uses the portfolio to report development and progress of each child to parents and families.
Supervision	<ul style="list-style-type: none"> - Assigns tasks, supervises and evaluates classroom teaching assistants and provide feedback. - Trains new assistants, lunch monitors and fieldwork students. - Supervises lunch monitors and substitutes. - Informs classroom assistants about IEP's and strategies to support children with special needs
Environment	<ul style="list-style-type: none"> - Greets each family and child in a pleasant manner daily. - Posts the daily schedule in the classroom. - Incorporates music and creative movement several times throughout the day – during transitions, circles. - Provides an environment that provokes a sense of wonder, supports experimentation, and connections with nature, culture and community that challenges children's thinking by providing open ended activities using sand, earth, and water, blocks, modelling materials, paints, writing materials, scientific, mathematical and drama. - Systematically arranges classroom so that materials are easily accessible to children. - Engages in playful conversations with children during routines such as snack and lunch time, clean up, and transitions. - The classroom is aesthetically inviting that is conducive to playful exploration. - Provides an environment that supports varied physical activity, in and outdoors on a daily basis.

	<ul style="list-style-type: none"> - Provides an environment that is responsive to children’s changing interests, abilities, and capitalizes on their strengths. - Allows and supports children’s independent initiation of activities ideas, transitions and routines. - Provides opportunities for children to work on projects in the atelier. - Displays children’s work in and outside the classroom. - Provides an environment in which Cultural materials are integrated naturally and classroom reflects seasonal and cultural celebrations. - Promotes a positive atmosphere where all children and families are accepted and included throughout the day. - Responds and makes an effort to be sensitive to the needs of the parents and families so they feel welcome in the classroom
<p>To maintain ongoing professional development</p>	<ul style="list-style-type: none"> - Keeps informed on current trends and practices in ECE and inclusive education. - Uses a range of teaching practices and resources to engage children in their learning. - Evaluates and reflects on teaching and learning experiences with a view on improvement. - Responds professionally to constructive feedback from co-workers, supervisors and Resource team. - Provides support and shares ideas and plans that contribute to the total program. - Sets goals and works to meet goals. - Makes progress on self-defined goals. - Consults and collaborates with other professionals and the resource team.
<p>To participate on committees and community events as required by the position</p>	<ul style="list-style-type: none"> - Promotes and participates in community events throughout the year

Professional:Accountability	<ul style="list-style-type: none"> - Is conscientious of attendance and use of sick and personal days. - Understand SBS philosophy, vision and mission statement. - Maintains a positive and professional attitude toward work. - Uses a range of communication strategies with a diverse range of people - Maintains confidentiality toward staff members, families and the children - Assumes and shares joint responsibilities. - Cooperates. - Arrives on time for work and scheduled meetings. - Is willing to make changes and be flexible. - Accepts extra responsibilities taking into consideration knowledge, skills and abilities.5 - Participates in other job related duties as required e.g. center related functions, fundraising events, promotional events and information events. - Fosters cooperation among staff and team members.
Working Conditions	
<p>The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job</p>	
Contacts	
<ul style="list-style-type: none"> • Supervisor of Program Services: to work under the direct Supervision • Classroom/Education Assistants: to supervise and provide direction • Lunch Monitors: to supervise and provide direction • Students/Volunteers: to supervise and provide direction • All Staff: to answer or direct any job related inquiries to appropriate person • Children & Families: to discuss any classroom procedures, child and/or family matters/concerns • Internal Committees: to participate and contribute on committees of interest 	
Accountability	

- To maintain a high quality inclusive early childhood program.
- To ensure the safety and well being of the children and their families when on site.
- To assure to parents that goals and objectives are met.
- To maintain confidentiality.
- To meet training objectives of teaching assistants.
- To adhere to the safety of children, staff and parents when on premises.
- To maintain a positive image of the center for the public, families, and children.

Qualifications

Certification and/ or level of formal education:

- Bachelor’s Degree in Education with courses/training in Early Childhood education OR
- D.E.C in Early Childhood Education with 7 years’ experience in a job related field of which two (2) years must be pertinent to a childcare setting
- CPR, First Aid and Epi-Pen Training and/or Certification (as required)
- Must provide a certificate of good health
- Must not be guilty of a criminal offense in a matter related to the job

Skills requirements:

- Strong interpersonal skills and ability to work in a team setting
- Superior classroom management, leadership and supervisory skills
- Ability to work in inclusive environment
- Ability to demonstrate initiative, creativity and sensitivity
- Excellent curriculum skills & ability to multi task
- Must possess strong oral and written communication skills
- Knowledge of Kanien’keha culture and language is an asset, willingness to learn is essential
- Capable of working in English

Signature of Incumbent

Date

Signature of Supervisor