



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:** Full-Time (Contract)  
**Date of Job Description:** January 2006  
**Date of Revisions:** June 2017

### 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.

<b>Description of the Job</b>	
<b>Responsibilities</b>	<b>Tasks</b>
<p>To develop and implement an inclusive and culturally based early childhood educational program</p>	<ul style="list-style-type: none"> <li>- Implements instructional services to allow for the development of the linguistic, cognitive, social, emotional, physical and cultural capacities of all children</li> <li>- Develops and implements an inclusive early childhood education program that recognizes and respects the uniqueness and potential of each child</li> <li>- Creates a loving and caring classroom environment to foster learning and inclusion for every child</li> <li>- Maintains updated evaluations and observational data on each child</li> <li>- Implements and follows all guidelines, regulations and legal resolutions mandated by the center and the Mohawk Territory of Kahnawake</li> <li>- Develops, incorporates and facilitates any other program of activities that enrich the learning</li> <li>- Establishes short term and long term goals based on assessments and observations of children, skills, parents and child input</li> <li>- Develops weekly plan towards achieving goals</li> </ul>
<p>To do assessments of individual children</p>	<ul style="list-style-type: none"> <li>- Conducts individual development screens as needed for each child</li> <li>- Implements strategies to meet individual needs</li> <li>- Collaborates with specialists to develop supplemental programs to respond to specific needs</li> <li>- Maintains updated formal progress reports for each child, at least twice a year</li> <li>- Collaborates with other schools to facilitate transition of children with individual educational program and develops support systems</li> <li>- Assesses children who have been referred for placement by other agencies</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To assure inclusion of children with exceptionalities (special needs or gifted)	<ul style="list-style-type: none"> <li>- Observes, assesses, records and refers children identified with special needs to specialists</li> <li>- Consults with specialists and follow up on recommendations including instructing classroom assistants</li> <li>- Develops and implements individualized education program plans</li> <li>- Identifies gifted children and provides them with enrichment opportunities and (special) activities</li> </ul>
To supervise classroom and/or education assistants, facilitators and lunch monitors	<ul style="list-style-type: none"> <li>- Assigns tasks, supervises and evaluates classroom teaching assistants</li> <li>- Trains new assistants and trainees and student placements</li> <li>- Supervises lunch monitors</li> <li>- Participates in the hiring process of new teacher and assistants</li> <li>- Instructs and trains classroom assistants about IEP's and strategies to support children with special needs</li> </ul>
To communicate with parents and assure their inclusion in the program	<ul style="list-style-type: none"> <li>- Provides a variety of ways that families can participate in the program</li> <li>- Formally meets with parents twice a year as well as informally throughout the year to discuss child's progress</li> <li>- Communicates with parents on a daily basis</li> <li>- Informs parents of goals and objectives</li> <li>- Informs parents on developmental, nutritional, health and safety issues throughout the year</li> <li>- Provides workshops or information to parents on topics of interest</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To maintain ongoing professional development	<ul style="list-style-type: none"> <li>- Keeps informed on current trends and practices in early childhood education and inclusive education</li> <li>- Participates in weekly clinical meetings</li> <li>- Attends conferences, facilitates workshops and participates in community exchanges</li> <li>- Always learns as much about a wide variety of topics related to inclusive early childhood education (C.P.R., first aid, arts, computer knowledge...)</li> <li>- Shares knowledge, skills and good practices with teaching staff</li> </ul>
To participate on committees and community events as required by the position	<ul style="list-style-type: none"> <li>- Promotes and participates in community events throughout the year</li> </ul>
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> <li>- Participates in administrative duties as required: inventory of supplies, information guide, developing report cards, etc.</li> <li>- Collaborates in the running of the library and purchasing of books and magazines.</li> <li>- Assists in shared daily cleaning chores: doing laundry, washing dishes and cleaning up</li> <li>- Participates in school related functions: fundraising events, promotional events and information events</li> <li>- The duties must be job relevant and related to the Vision, Mission and Mandate of the center</li> <li>- All duties will take into consideration the knowledge, skill and ability of the individual</li> </ul>

### **Working Conditions**

The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.

The employee must be able to work under pressure and in high stress situations.

The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job

### **Contacts**

**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 Degree 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 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

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Signature of Incumbent

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date