



Job Title: Preschool Teacher-Full-Time Position
Reports To: Preschool Coordinator, Principal

About Al-Hadi School

Mission: Provide academic excellence for all students in a safe and healthy environment following Islamic values.

Vision: To foster students' optimal potential and leadership skills by inculcating a spirit of lifelong learning based on Islamic principles.

Position Summary

The Preschool Teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies, and procedures of the Minimum Standards and the school.

Scope

The Preschool Teacher will be responsible for planning and implementing a program to teach young children. They must ensure these children's development and safety in accordance with relevant federal, territorial, and municipal legislation and policies. The Preschool Teacher will be respectful of the needs of children and parents while ensuring that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

Essential Duties & Responsibilities

Major responsibilities and target accomplishments expected of the position, including the typical challenges that may be encountered in carrying out the responsibilities. The candidate must have proficient knowledge in the following areas:

1. Develop and implement a developmentally appropriate preschool program for young children

- Plan and implement activities to meet the children's physical, emotional, intellectual, and social needs
- Encourage children to have healthy snacks and lunches, based on the school policies as an Islamic institute.
- Provide adequate equipment and activities
- Ensure equipment and the facility are clean, well maintained, and safe at all times
- Provide a monthly lesson plan that is based on the preschool curriculum
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts, including Islamic events based on the school calendar and policies
- Establish policies and procedures, including acceptable disciplinary policies
- Be familiar with emergency procedures

2. Supervise children in the Preschool

- Ensure children are supervised at all times
- Provide various experiences and activities for children, including songs, games, and storytelling
- Build children's self-esteem
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Observe children and make a note of the progress

3. Communicate with parents and members of the community

- Discuss children's development with parents
- Discuss identified problems, and needs with professionals as appropriate

- Participate in the preschool, school, and community's extra activities and events.
- Promote literacy and early education

4. Maintain program administration

- Keep parents informed of program expectations, program activities, policy changes, and their child's progress
- Develop and maintain current, accurate, and confidential students files
- Develop daily activity plans

5. Knowledge, Shills, and Personal Attributes

Knowledge

- Child development and early childhood education (CDA) and practices
- Safe and appropriate activities for children
- Relevant legislation, policies, and procedures to ensure that children are supervised and secure at all times
- An understanding of the Islamic cultural environment

Skills

- Team-building skills
- Supervisory skills
- Analytical and problem-solving skills
- Decision-making skills
- Effective verbal and listening communications skills
- Stress management skills
- Time management skills
- Teaching skills

Personal Attributes

- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment.

The candidate would attain the knowledge, skills, and attitudes required for the position by completing a post-secondary Early Education Program combined with related daycare and/or preschool teaching experience.

Working Conditions

The unavoidable, externally imposed conditions under which the work must be performed and create hardship for the candidate include the frequency and duration of physical demands, environmental conditions, demands on one's senses, and mental demands.

Physical Demands

The nature of physical effort leading to physical fatigue. Caring for children can be physically demanding. The Preschool Teacher may be lifting and carrying children and equipment and may spend time sitting on the floor or child-sized furniture.

The Preschool Teacher will be expected to clean and maintain equipment and facility and may move throughout the class with children. The Preschool Teacher may encounter children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Environmental Conditions

The nature of adverse environmental conditions affecting the candidate include working in a busy and occasionally noisy setting. There may be several activities and situations happening at once, and the Preschool Teacher will have to supervise all children at all times.

Sensory Demands

The nature of demands on the candidate's senses may include experiencing smells associated with toileting, changing diapers, and children who are ill. As previously mentioned, there may be times that the environment is noisy and busy.

Mental Demands

Caring for children can be stressful. The Preschool Teacher must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. There may be several situations happening at once, and the Preschool Teacher must be prepared to handle accidents and emergencies at any time.

Perform other related duties as assigned.