

Children and Family Services

Kingfisher Preschool Assistant

All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: The Society is dedicated to caring for families and individuals of all ages in the greater Sooke community by providing services in parenting support, child, youth and family development and mental health and addictions.

Job Title: Kingfisher Preschool Assistant

Reports To: Kingfisher Preschool Supervisor

Job Summary: The Kingfisher Preschool Assistant works collaboratively with the Preschool Supervisor and Preschool Teacher to support all aspects of the preschool daily operations.

Core Competencies: This position requires competency in the following areas:

1. **Quantity of Work:** The volume of work compared to what might reasonably be expected
2. **Quality of Work:** The grade of work compared to what might reasonably be expected
3. **Cooperation:** Ability to work effectively with others to achieve common goals
4. **Initiative:** Ability to act independently with limited supervision when required
5. **Judgment:** Ability to decide correct course of action when choices can be made
6. **Accountability:** Willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quantity and quality of work
7. **Integrity:** Demonstrate high ethical standards and maintain confidentiality in a professional manner
8. **Dependability:** Ability to maintain good attendance, reliability, and punctuality
9. **Respect for Diversity:** Ability to appreciate that people have different opinions, backgrounds, and characteristics
10. **Communication:** Ability to communicate effectively with co-workers, public; observes established channels of communication.

Key Duties and Responsibilities:

1. Develops and maintains positive relationships with child care program children and families.
2. Works collaboratively with the supervisor and teacher to plan and implement the child care programs.
3. Works collaboratively with the supervisor and teacher to maintain a positive, safe, and developmentally appropriate learning environment.
4. Assists with the set-up, delivery and clean-up of the daily program.
5. Maintains cleanliness and order of the preschool facility.

6. Assists with the evaluation of children's development, maintains records of observations, and makes early intervention recommendations as needed.
7. Attends meetings with other childcare, education, medical, and child welfare professionals and families as needed.
8. Participates in open house and meet-the-teacher events for families.
9. Assist with fundraising activities as needed.
10. Attend SFRS annual general meeting and staff meetings as required.
11. Perform other related duties as required.

Job Skills and Abilities:

1. **Formal Education and Training**

- Preferred post-secondary training in early childhood education and care. (This position is in addition to the Child Care Licensing requirements for staffing and does not require an ECE or ECEA.)
- Current valid certificate of First Aid for Childhood Emergencies or equivalent certificate.

2. **Previous Experience**

Direct program delivery experience in child care, community social services sector or recreation.

Knowledge:

1. Child Care Licensing Regulations
2. Personal Information Protection Act
3. Up-to-date knowledge of community resources and early intervention resources.
4. Up-to-date knowledge of childcare and early learning education issues.

Name _____

Signature _____

Manager

Date: _____

