



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Diversity, Learning, Perseverance, Responsibility
Our Vision Learning Without Limits...Achievement for All

Parent and Preschool Education Program (PPEP) Teacher

Portfolio:	Education – School Support
Reports Directly to:	School Administration
Reports Indirectly to:	Vice-Principal, Superintendent of Learning, Early Years Consultant
Indirect Reports:	PPEP Parent Coordinator
Location:	Esterhazy High School
Salary Range:	Per the Provincial Collective Bargaining Agreement
Last Updated:	January, 2024

Profile

The PPEP Teacher is a part of a collaborative team that includes PPEP employees, the Community Action Plan Program for Children (CAPC), the Public Health Agency of Canada (PHAC), and an advisory committee. The PPEP team, parents, stakeholders and partners work together to support the skills development of program participants and assist them in preparing for a school setting.

Without restricting the generality of the overview above, the PPEP Teacher shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Provide quality child centered early learning programming that is responsive to the needs and interests of three- and four-year-old children as outlined by the Good Spirit School Division (GSSD) and Community Action Plan Program for Children (CAPC).
- Plan and organize early learning activities that align with the Ministry of Education’s “Play and Exploration” Program Guide and “Better Beginning, Better Future” Document.
- Assess student growth and development and use this information to inform teaching.
- Foster positive relationships with students and their parents.
- Collaborate with the Parent Program Coordinator to meet the holistic needs of children and their families.
- Communicate with parents regarding the progress of their children.
- Attending and reporting program information at PPEP advisory board meetings.
- Supervise the program educational assistant.
- Order early learning resource materials, equipment, and supplies within the established budget as outlined by GSSD.
- Operate the program within the allocated budget in consultation with the Parent Program Coordinator and GSSD Accounting Manager.

- Collaborate with PPEP staff to complete annual reports, work plans, grant applications, and evaluations as outlined by CAPC, CIF, and GSSD.
- Adhere to the GSSD Administrative Policy 212 regarding Prekindergarten.
- Collaborate with a multi-disciplinary team in creating and implementing Inclusion and Intervention Plans (IIPs) for students requiring intensive support.
- Collaborate with various school division personnel and outside agencies to support meaningful early childhood programming and successful transitions to kindergarten.
- Perform other duties as assigned.

1. Student Welfare

Role Expectations and Quality Indicators

- RE 1.1 Provide safe, positive learning environments for students and families in the area of assigned responsibility.
- QI 1.1 Facilitates an environment where students and staff feel safe and have high levels of engagement.
- QI 1.2 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance as it relates to students and families in PPEP.

2. Fiscal Responsibility

Role Expectations and Quality Indicators

- RE 2.1 Ensures fiscal responsibility in relation to area of assigned responsibility.
- QI 2.1 Adequate internal financial controls exist and are being followed in areas of responsibility.

3. Organizational Management

Role Expectations and Quality Indicators

- RE 3.1 Demonstrates effective organizational skills.
- QI 3.1 Ensures compliance with all PPEP, school, and Division mandates (timelines and quality) within areas of assigned responsibility.

4. Policy and Administrative Procedures

Role Expectations and Quality Indicators

- RE 4.1 Ensures assigned APs are adhered to.
- QI 4.1 The PPEP Teacher implements direction from the in school administration and the Early Years consultant with integrity in a timely manner.

5. Leadership Practices

RE 5.1 Practices leadership in a manner that is viewed positively and in support of those with whom they work most directly.

QI 4.1 Provides clear direction.

QI 4.2 Establishes and maintains positive, professional working relationships with colleagues.

QI 4.3 Unites colleagues toward achieving PPEP's goals.

QI 4.4 Demonstrates a high commitment to the needs of students.

QI 4.5 Colleagues trust the PPEP Teacher.

QI 4.6 Empowers others.

QI 4.7 Effectively solves problems.

Qualifications

- Minimum Bachelor of Education degree
- Professional 'A' Saskatchewan Teaching Certificate
- Experience in early childhood education

Knowledge, Skills and Abilities

- Ability to work with community and agency support groups.
- Excellent interpersonal communication (oral and written) and group facilitation skills.
- Ability to work independently and as part of a team.
- Computer skills.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and operations to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in Director compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work. Demonstrates reliability and integrity on a daily basis.
- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviors with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom on Information and Protection of Privacy Act (LAFOIP)*.

- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- Provincial Collective Bargaining Agreement and Local Collective Bargaining Agreement
- FTE allocation (dependent on annual review)
- Paid Monthly
- STF Pension and Benefits

Other

- Clear Criminal Record and Vulnerable Sector Check must be submitted in order to be considered in accordance with Administrative Procedure 400 – Criminal Record Checks.
- In possession of a valid Social Insurance Number at time of hire and be legally entitled to work in Canada.
- Valid Driver's License.