



Prekindergarten Associate

Position Profile:

The Prekindergarten Associate provides both generalized and specialized support to students and teachers at the Prekindergarten level. Their work is to assist in offering a play based, developmentally appropriate curriculum with a focus on early literacy and language, numeracy, motor skills and social and emotional development.

Directly Reports To: School Administrator

In-Directly Reports: Student Support Consultant, Early Learning Coach

Duties & Responsibilities

The Prekindergarten Associate shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Work closely with the teacher in the development and delivery of the Prekindergarten program
- establish and maintain close relationships with family members, including participating in home visits and maintaining up-to-date knowledge of the families;
- assist in preparation of instructional materials and collecting resource material;
- support the documentation of learning (including observations, photographing children, recording children's words, describing children's actions);
- explore and learn with children in the experiential centers, asking questions, extending knowledge, listening and playing;
- participate in planning sessions with the teacher and student support services to coordinate supports for children;
- assist in the development and delivery of family engagement activities and initiatives and,
- transport students when transportation is a barrier for families to access Prekindergarten.
- when requested, participate as a team member in developing a student's Inclusion and Intervention Plan.
- based on individual students' needs the Prekindergarten Associate will provide assistance to students with their physical needs and/or other personal care.
- maintains strict confidentiality of all information pertaining to the child, classroom and the school.
- writes and keep anecdotal school records as requested by the teacher.
- assist in general discipline of students; however, the ultimate discipline and consultation with parents is the responsibility of the supervising teacher.

- assist the Prekindergarten teacher in the supervision of students in the classroom, playground, recreational areas, outdoor trips, and other school excursions.
 - participate in division directed in-service and/or school level conferences as required.
 - performs such other duties assigned from time to time by the principal or designate.
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Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
 - A valid Class 5 driver's license
 - A diploma or certificate in a related post-secondary program is required for all permanent employees, however, not mandatory upon commencement of employment. In accordance with *Administrative Procedure 400 – Staff Recruitment and Selection*, if a new permanent employee has not completed the appropriate training, he or she will be required to enroll in a Board approved post-secondary course within six (6) months of their permanent start date.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**
A Prekindergarten Associate must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**
A Prekindergarten Associate must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Duties will be assigned by the administration, student support teacher and/or classroom teacher with the intent to meet the learning needs of the students within the school.
- **Communication**
A Prekindergarten Associate reports directly to the school administration, student support teacher and classroom teacher. A Prekindergarten Associate must communicate effectively to school administration, staff, and division office personnel. Direct communication between the home and Prekindergarten Associate is to be discouraged.
- **Job Knowledge**
A Prekindergarten Associate must complete his or her support duties within an inclusive setting whereby students' learning needs drive the level of specialization required. A Prekindergarten Associate will be a contributing member of a full-service team which consists of school based, division based and out of division professionals.
- **Cooperation & Teamwork**
This position involves working collaboratively with, and under the direction of, the school administration and with other school personnel on a daily basis. Prekindergarten Associates must have the ability to work as a team player and work independently with minimal supervision.
- **Attitude**

A Prekindergarten Associate must display a positive attitude toward others, their work, school and the division.

- **Confidentiality**

At no time should a Prekindergarten Associates discuss in public information pertaining to employees, students or the operation of the division. Prekindergarten Associates are expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 87, 108,109, 175, 231 Education Act

Updated: June 21, 2021