

Preschool Responsible Adult

Division: 5

Job Summary:

Under the direction of the District Principal and Program Coordinator, the Preschool Responsible Adult will provide general supervision and individualized support to children in the classroom and on the school property as described under BC's Licensed Child Care program for Preschool. The Preschool Responsible Adult will be developing relationships, providing encouragement, and focusing on student's cognitive, physical, social and emotional development.

Duties and Responsibilities:

- Collaborates with the District Principal, School Principal, Program Coordinator and other school staff within the preschool.
- Establishes positive working relationships with school staff, community partners, families and children.
- Supports the transition of information between children, families, and classroom colleagues.
- Helps to deliver a quality licensed preschool child care program for preschool aged students.
- Endeavors to provide a learning environment that promotes the health, security, and well-being of children.
- Attends meetings/workshops as requested by Administration Officers.
- Maintains the confidentiality of sensitive information seen or heard using tact and discretion.
- Performs other assigned comparable duties which are within the scope of knowledge, skills and ability of this position.
- Administers First Aid when required.

Equipment Used:

Computer, photocopier, audio and video equipment, telephone, calculator and other office and classroom related equipment.

Required Knowledge, Ability, Skills:

- High school diploma
- Responsible Adult/RA*
- Up to six (6) months' experience within an Elementary School or Preschool Child Care setting
- Demonstrated evidence of strong communication skills (verbal, written and electronic formats) and ability to work as part of a team with colleagues, parents and children
- Strong problem-solving and organizational skills, ability to work with minimal supervision
- Proficiency with basic digital literacy, internet safety and the ability to maintain confidentiality of sensitive information is required
- Valid First Aid and CPR Certificate

- Cleared criminal record check

***Please note that a "Responsible Adult/RA", in the childcare licensing regulation (the law) says:**

To qualify for employment in a community care facility as a responsible adult, a person must (a) be at least 19 years of age, (b) be able to provide care and mature guidance to children, (c) have completed a course, or a combination of courses, of at least 20 hours' duration in child development, guidance, health and safety, or nutrition, and (d) have relevant work experience.