



PARENT AND PRESCHOOL EDUCATION PROGRAM (PPEP) TEACHER

Position Profile: The PPEP Teacher is a part of a collaborative team that includes the PPEP Parent Program Coordinator, PPEP Program Education Assistant, Good Spirit School Division, the Community Action Plan Program for Children (CAPC), the Public Health Agency of Canada (PHAC) and an advisory committee. The advisory committee consists of GSSD personnel, parent representatives, and community-based partnership agencies (PECIP, Sunrise Therapy Program, Child and Youth Mental Health, Ministry of Social Services, and Esterhazy Metis Society).

Directly Reports To: Principal

In-Directly Reports: Deputy Director and Student Services Co-ordinator

Duties & Responsibilities

- 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 Co-ordinator to meet the holistic needs of children and their families.
- Communicate with parents regarding the progress of their children.
- Attend and report 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 PPEP 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 supports.

- Collaborate with various school division personnel and outside agencies to support meaningful early childhood programming and successful transitions to Kindergarten.
 - Demonstrate the ability to work both independently and as a team member.
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Education & Qualifications

- Minimum Bachelor of Education degree
 - Professional “A” Saskatchewan Teaching Certificate
 - Experience in early childhood education.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**
The PPEP Teacher must demonstrate his or her ability to pay attention to detail and ensure work is completed consistently and accurately within expected timeframes.
- **Adaptability & Flexibility**
The PPEP Teacher 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. Strong problem solving skills and demonstrated ability to apply judgment in complex, highly sensitive and sometimes ambiguous situations is essential.
- **Communication**
The PPEP Teacher must communicate effectively to students, school administration and staff. Excellent interpersonal skills along with proven written and oral communication and computer and presentation skills are required.
- **Job Knowledge**
The PPEP Teacher must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.
- **Cooperation & Teamwork**
This position involves working collaboratively with school administration, Parent Coordinator, Student Support Teacher, division level personnel, partnering agencies and professionals, and other school personnel on a daily basis. The PPEP Teacher must have the ability to work both as a team player and work independently with minimal supervision.
- **Attitude**
The PPEP Teacher must display a positive attitude toward others, their work, GSSD schools and the division.
- **Confidentiality**
Maintain confidential student records in a secure location in accordance with all confidentiality, ethical and legal standards. These records shall not be made available to other persons or agencies without the consent of the Director or designate and the informed consent of the parent. A notice that counseling services have been provided to the student, along with appropriate information can be inserted into the student cumulative folder.

At no time should a PPEP Teacher discuss in public information pertaining to employees, students or the operation of the division. A PPEP Teacher is 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 85, 87, 108, 109, 175, 231 Education Act