



**Objective:**

To provide a loving, accepting, safe and fun learning environment that will enable children to grow socially, physically, intellectually, and spiritually. To share the love of Jesus in a Christian atmosphere where each child knows he or she is a person of worth and a child of God.

***Professional Qualifications:***

- Minimum of Level 1 Early Childhood Educator certificate or can obtain the certification within 6 months of employment Training beyond secondary education is preferred, specifically in early childhood or elementary education, or related field
- Enthusiasm for play-based early learning and childcare
- Current certificate for First Aid and CPR training
- Able to obtain a clear criminal record check including a vulnerable sector search, and child welfare check

***Spiritual Qualifications:***

- is an active member of a Christian church
- Has a heart for God that is displayed in everyday life
- Has a passion for the spiritual life of children

***Accountability:***

- Reports directly to the preschool teacher with accountability to Director and Board

***Responsibilities:***

- Assist the teacher in planning, preparing and implementing activities and experiences that are connected to and support the children's observed ideas, interests, and exploration.
- Meet regularly with staff team to discuss plans and reflect on children's learning, achievement, interests, and needs.
- Maintain a positive, safe learning environment, following the WillowWood Child Guidance Policy.
- Assist with set up and preparation of the learning environment each class and maintain cleanliness of toys and equipment.
- Assist with the preparation and organization of student materials and snack
- Be actively engaged with students individually, and in large and small group play throughout the day and help maintain active supervision of the children at all times.
- Assist with the planning and implementation of special events and field trips.
- Observe, record, and assist with creating documentation reflects on, revisits, and celebrates children's learning in their play
- Other duties relevant to the preschool as assigned.