

Job Description

Summary:

The head teacher is responsible for promoting a healthy learning environment at the same time they lead and provide guidance to the rest of the staff in the classroom.

Main Responsibilities:

- Create lesson plans according with the center philosophy
- Maintain open communication between staff and parents
- Observe and record relevant information about student's progress
- Ensure that the classroom and all teaching materials are in good condition and disinfected when it is supposed
- Ensure that the program runs according to the daily schedule and to the Ministry's regulations
- Provide supervision and training to students and supply teachers
- Participate in all school events such as, open houses, parent meetings, etc.
- Maintain records and checklists according to Ministry's regulations
- Supervise work/activity periods to provide guidance and ensure correct use of the materials
- Assist with light cleaning
- Facilitate the development of each child's self-esteem, trust and autonomy
- Participate in staff meetings, parent teacher interviews, training sessions, etc.
- Role model appropriate behaviour
- Maintain clear and concise reporting of accidents, injuries, illnesses, as well as conducting health checks of children
- Fundamental knowledge of the Child Care and Early Years Act, How Does Learning Happen? and Early Learning for Every Child Today (ELECT)
- Maintains regular communication with parents
- Maintain records (daily log, check lists, Hi Mama reports, etc.)

Skills and Requirements:

- MACTE or AMI certified
- CPR
- Vulnerable Police check
- Updated immunization
- Excellent Communication Skills
- Reliable/punctual

Physical Conditions and capacities:

- Bending and kneeling throughout the day
- Ability to lift 30 pounds

The interested candidates must apply by sending a resume and references to stephanie@blugo.ca.