



Marda Loop Communities Association

Preschool Co-Teacher

Working as a team with your Co-Teacher, the Preschool Teacher is responsible for the planning, preparation and implementation of all aspects of the teaching program at the preschool and shall work in cooperation with the and the preschool committee to achieve an excellent Teaching Program based on the preschool's philosophy, policies, rules and guidelines.

Who are we?

The Marda Loop Communities Association (MLCA) Preschool is a cooperative, parent-run program that strives to provide a positive and caring environment where three-year-old and four-year-old children can come together to learn and explore through age-appropriate play, activities and materials. The preschool provides a setting where the teachers and children interact through play so that each child will further develop their sense of self and others. We offer a program rich in extra-curricular activities and our goal is to ensure that the preschool is a positive and enriching experience for each child.

The MLCA Preschool can accommodate up to 72 children. 17 children in the morning class and 17 children in the afternoon class for three-year-olds on Tuesdays/Thursdays; and, 19 children in the morning class and 19 children in the afternoon class for four-year-olds on Mondays/Wednesdays/Fridays.

Primary duties & responsibilities:

- Work as a team with your co-teacher to plan, prepare and implement a developmentally appropriate teaching program;
- Maintain a play-based program while leveraging teaching moments that encourage and challenge children's learning;
- Ensure most current techniques and strategies are being incorporated into the program;
- Implement learning from professional development activities into class;
- Lead students in activities that promote physical, mental, and social development and well-being;
- Interact with children with the goal of engaging them in developmentally-appropriate play and conversation;
- Intervene when conflict between children arises, always modelling positive behavior;
- Coordinate screening and programming with our early intervention services partner, Big Plans for Little Kids, and complete Individualized Programs Plans (IPPs) as required;



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- Participate in active listening and observational record keeping and evaluate students' progress;
- Provide for the safety of the students and document any injury/accident on the proper forms;
- Prepare updates for the monthly newsletter and calendar to inform parents of curriculum and activities;
- Ensure all materials are prepared for class prior to the start of class;
- Welcome and orient new pupils and help them get settled into the class routine;
- Maintain confidentiality regarding information about students or their families;
- Direct and guide parent volunteers;
- Schedule field trips with the help of the Community Relations Representative(s);
- Plan for in-house visitors to enhance the unit being studied, if desired;
- Complete required government documentation;
- Coordinate library book borrowing and Scholastic book orders;
- Attend scheduled meetings, school celebrations and clean up days as required;
- Maintain bulletin boards and other display areas; and,
- Oversee the snack centre and clean up after each snack time.

Requirements:

- Child Development Supervisor Certification (Level III) or equivalent
- A valid Standard First Aid/CPR certification
- Ability to undergo a Criminal Record Check, including vulnerable sector search
- Minimum 2 years teaching experience in a preschool or elementary school setting

Personal attributes:

- Excellent verbal communication and listening skills
- Positive attitude with a love of spending time and interacting with children
- Eager to learn and takes initiative
- Calm, kind and patient
- Compassionate and understanding
- Flexible but consistent and fair
- High level of integrity

Hours of Work: This is a full-time, contract position based on 37.5 hours per week. The work schedule will be 8:30am to 4:30pm Monday to Friday from the beginning of September 2019 to the end of June 2020. For the right individual, there is the opportunity to stay on with the preschool.



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Location: Located in central Calgary and set in the heart of vibrant Marda Loop, our newly renovated, bright and cheerful preschool is positioned opposite the community centre, playground, ice-rink, library, fire hall, and community gardens.

The MLCA Preschool offers a competitive salary along with group benefits.

Please submit your resume and cover letter via email to preschooldirector@mardaloop.com quoting Preschool Teacher in the subject line.

Deadline to apply is July 12, 2019.