

#1036882

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL
STAFF JOB DESCRIPTIONS****POSITION TITLE: EARLY YEARS SUPPORT TEACHER****REPORTS TO:** Administrator, Educational Support Services**JOB GOAL:** To assist teachers and administrators with the development of a rich and stimulating environment, which promotes the children's growth and learning appropriate to early childhood development**QUALIFICATIONS:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree

EXPERIENCE:

- Successful teaching experience with proven skills in working with students identified as English language learners

DUTIES AND RESPONSIBILITIES:

1. To coordinate all aspects of the Literacy Links program including the operation of the program in the summer and supervision of summer students, with compensatory time to be given later in the year as determined mutually with the supervisor.
2. To oversee the implementation of the Early Childhood Development Initiative (ECDI) Grant from Manitoba Education including assisting with budget and resource management.
3. To support teachers and administrators with the implementation of Kindergarten programming and appropriate learning environments as identified in the Manitoba Education and Training document Time for Learning, Time for Joy; Kindergarten Support Document.

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4. To provide professional development opportunities for Kindergarten teachers.
5. To support Kindergarten teachers in their role of assessment and evaluation to ensure that a developmental understanding of each learner is reflected in the Kindergarten Developmental Report Card.
6. To coordinate the Welcome to Kindergarten program and act as a Liaison with The Learning Partnership.
7. To provide programming support to Early Years teachers as requested.
8. To maintain and grow a professional knowledge base of current literature and research for early child development.
9. To implement the Early Development Instrument (EDI), including the coordination of biannual EDI data collection, teacher training and the dissemination of divisional and school EDI results.
10. To liaise between Healthy Child Manitoba, the Division and the Parent-Child Coalition.
11. To build and promote relationships between divisional early years schools and Early Learning and Care Centres.
12. To participate as a Board Member of the St. James-Assiniboia Parent Child Coalition and partner with the coalition to promote and ensure healthy child development for families with children ages 0-6.
13. Participate as an active contributing member of Healthy Child Manitoba's Council of Coalitions which meets several times a year.
14. To assist with the implementation of the Roots of Empathy program.
15. To prepare Early Childhood reports as required.
16. To assume other responsibilities as may be required.

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