

Preschool Teacher Level II

Municipality of Brocton

Task List

2017-07-06 16:15:51

Task List

Summary: Provides a full range of daycare services to children from the ages of 18 months to 12 years of age, works 17 1/2 to 20 hours per week.

Location: Brockton

Group: (none)

Department: Day Care

Family:

Scenario: Brockton

Reports To: Supervisor Day Care Centre

Job Id: 42

Last Update: 2017-06-30

Tasks:

Child Care

1. Comforts children when hurt, sick or lonely and may need to contact parents when child is ill.
2. Assists children when dressing and undressing (such as with snowsuits), including special needs children.
3. Administers medication and remains aware of medical concerns.
4. Supervises children in a variety of settings such as out of doors, in the classroom and in the sleep room.
5. Observes signs of child abuse and illness and reports information to the Supervisor and may be required to call Children's Aid Society.
6. Assists with fire drill activities.
7. Assists children with hygiene activities such as going to the bathroom and by changing diapers.
8. Serves meals and snacks and eats with children and checks for food allergies.

Daycare Programming

9. Encourages children to participate, play cooperatively, problem solve, share and learn about safety.
10. Teaches gross motor skills, dramatic play, use of senses and science.
11. Toilet trains and teaches proper hygiene to children.
12. Assists with planning and organizing Christmas concerts special events, field trips and parties
13. Plans, implements, requests supplies for programs.
14. Disinfect toys and equipment as well as conducting monthly toy change in each room.
15. Integrates separate individual programs for special needs children in with the regular program.
16. Plans and implements age appropriate and training programs in the area of songs, stories, discussions, crafts and calendar activities.
17. Works with professionals (speech path, resource, behavior) to implement special needs programming.

Housekeeping

18. Does laundry.
19. Maintains counters and sinks in a clean and safe manner.
20. Sweeps floors.
21. Washes dishes.
22. Sets up equipment, cots, wagons, bicycles, large toys and tables

Security

23. Ensures proper staff/child ratios
24. Opens and closes Centre and makes sure everyone is signed in/out, as required.
25. Ensures only authorized people pick up children.

Administration

26. Responds to telephone enquiries, giving out information and taking messages.
27. Attends meetings with staff, parents and resource

28. Provide information for monthly newsletter.
29. Conduct head checks for head lice.

Public Relations

30. Provides regular feedback to parents in regards to their child's progress.
31. Maintains good communications with parents.

Other

32. Complies with the Child Care and Early Years Act.
33. Complies with Municipality of Brockton policies and procedures.
34. Performs other related tasks as assigned by management.