

Playschool Co-Director and Lead Teacher

(Two Positions Available)

Rosedale Playschool Society is a vibrant non-profit community playschool committed to providing a nurturing and engaging learning environment for young children. We are seeking a dynamic teaching team of two teachers who are passionate about early childhood education and eager to collaborate to create a supportive and enriching experience for our students.

Job Description

The teachers are collectively responsible for the day-to-day activities required to operate the playschool. In addition to direct classroom instruction, this includes various administrative roles and responsibilities, as described in further detail below. Each teacher will report directly to the playschool's President and is accountable to the playschool's Board of Directors. As a teaching team, you will work collaboratively with the President and the Board of Directors to divide your collective roles and responsibilities, fostering effective communication and collaboration to ensure the smooth operation of the playschool.

Responsibilities

The two teachers, in collaboration with the Board of Directors, will be responsible for the following tasks. As noted above, the teaching team will work collaboratively with the President and the Board of Directors to determine the most effective distribution of these responsibilities:

Pedagogical Leadership and Curriculum Development:

- Develops and implements a comprehensive, outdoor/nature play-based curriculum aligned with the values and principles of Reggio Emilia and The Forest Schools of Canada.
- Designs and creates a learning environment and learning spaces that are engaging, inclusive, and stimulates children's exploration, discovery, and development.
- Works collaboratively with teaching staff to ensure the delivery of high-quality instruction and the implementation of best practices in early childhood education.
- Demonstrates a commitment to professional development activities to advance their practice.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- Provides mentorship and leadership to early childhood education practicum students.

Program Director and Operations:

- Provides visionary direction and leadership to playschool. Exemplary organizational and leadership skills while serving as the administrative support for the playschool and Board of Directors.
- Manages administrative tasks related to program operations, including scheduling, enrollment, attendance tracking, and record-keeping.
- Active participation in monthly Board of Director meetings and coordinates as needed with the Board of Directors on school operations.
- Basic knowledge of maintaining a website so content updates, changes and minor design changes can be done. Awareness of social media is an asset.
- Coordinate with external support agencies (e.g. Foothills Creative Beginnings) and paraprofessionals, to discuss and provide necessary support services for children with additional needs.
- Serves as the program representative/signing authority on all licensing/program documentation.
- Manages all student and staff records, as well as the subsidy reporting for the Alberta Child Care subsidy and staff wage top-up programs.
- Manages the Business Credit Card for purchases. Submits and reports expenses via the Wave platform for accounting purposes.
- Confers with parents or guardians, and other teachers, in order to discuss children's progress and resources needs.

Community Building, Event Planning, and Family Engagement:

- Communicate regularly with families, addressing inquiries, providing updates, and soliciting feedback to ensure a positive playschool experience.
- Organize and host special events such as parented parties, open houses, and parent information nights.
- Promote Rosedale Playschool to the wider Calgary community. Respond to program inquiries and give tours for interested families.
- Plan and organize special events, including field trips, guest speakers, and art residencies, to enrich children's learning experiences.
- Collaborate with the other teachers and the Board of Directors (Volunteer Coordinator) to oversee parent volunteer roles. Help ensure the successful completion of these parent volunteer roles as they are critical to supporting playschool programming and classroom needs.
- Maintains a collaborative relationship and strong communication with Wild Rose United Church.

Licensing, Documentation, and Record-Keeping:

- Ensure compliance with licensing regulations and maintain accurate program documentation and administrative records. Work collaboratively with the Licensing Officer to ensure standards are met.
- Review and update program policies, protocols, and handbooks, ensuring alignment with regulatory requirements and program goals.
- Organize digital and pedagogical documentation of student learning.
- Performs other related tasks as appropriate, including organizing materials, displaying students' work, etc.

Qualifications

Demonstrated Skills and Competencies

- Confidence, skill, knowledge and understanding of early childhood education teaching practices, student engagement, and assessment practices.
- Strong work ethic.
- Ability to relate well with young children, staff, and parents.
- Strong interpersonal skills combined with the ability to create positive relationships and establish rapport.
- Trustworthiness and integrity.
- Ability to articulate a coherent understanding of educational aims.
- Commitment to fostering collaborative working relationships.
- Commitment to personal lifelong learning.
- Commitment to strengthening communication skills.

Education and Experience:

- Bachelor's degree in Early Childhood Education or related field (or equivalent experience).
- 5+ years of experience working with children in a classroom and outdoor setting, with outdoor programming experience preferred.
- Early Learning and Child Care Diploma or Child Studies Degree; Level 3 Alberta Child Care certification required.
- Comprehensive knowledge of Flight, Alberta's Early Learning and Care Framework, and familiarity with the Alberta Childcare Regulations.
- Understanding of Reggio Emilia Pedagogy and The Forest Schools of Canada values.
- Calgary Police Services clearance with vulnerable sector check.
- First Aid certification.
- Proficiency in digital tools and platforms for managing administrative tasks and pedagogical documentation.

Join our team and play a pivotal role in shaping the future of Rosedale Playschool!

Together, let's inspire a love for learning and exploration in young minds. Apply now by emailing your cover letter and resume to president.rosedale.playschool@gmail.com to embark on this rewarding journey with us.