



Junior Kindergarten Instructors

Administrative Procedure 2.B.158

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17

Legal Reference: Education Administration Act - Regulation 23/2000

Date Adopted: October, 2011

Date Amended: January 2017

PHILOSOPHY

Evergreen School Division believes in fostering respect, caring and good communication within and outside the school division. Employees of the division are expected to honor these values in their daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

Evergreen School Division believes that the early years are critical to future development. The Junior Kindergarten Program is an early childhood education program for pre-Kindergarten children designed to welcome children to school, strengthen skills, and foster strong parental involvement in childrens' learning. The program takes place for half day sessions (2.75 hours) on Tuesday and Thursday mornings.

Junior Kindergarten Instructors will plan and organize developmentally appropriate, play-based learning opportunities for children enrolled in the Junior Kindergarten program. They will provide an intentional program for children, supporting diversity and inclusion, in a safe, healthy and engaging environment to stimulate and develop their intellectual, physical and emotional growth.

RESPONSIBILITIES AND DUTIES

Under the supervision of the principal, the Junior Kindergarten Instructor will perform some or all of the following duties:

- Provide an intentional program using the Manitoba Education and Advanced Learning resource: *A Time for Learning, A Time for Joy* and the Healthy Child Manitoba resource: *Starting Early, Starting Strong: A Guide for Play-Based Learning in Manitoba, Birth to Six*
- Support learning through play

- Tell or read stories, teach songs, chants, demonstrate the use of simple musical instruments, prepare craft materials and model their use, provide opportunities for creative expression through the media of art, dramatic play, music and physical fitness, and supervise the children to local points of interest
- Observe children learning naturally through exploring and questioning the environment and materials
- Guide children in the development of proper eating, dressing and toilet habits
- Observe children for signs of learning disabilities or emotional difficulties/challenges
- Share verbally and/or submit written observations/reports about children to Principal as appropriate
- Implement the Early Years Evaluation-Direct Assessment, which focuses on five developmental domains of the child – Awareness of Self and Environment, Cognitive Skills, Language and Communication, and Physical Development - Fine Motor/Gross Motor Skills; explain reports and discuss progress and/or concerns of children with parents and Principal as appropriate
- Complete a JK Progress and Celebration Report at the end of the school year
- Attend meetings and workshops to develop and discuss play-based learning approaches as appropriate

QUALIFICATIONS

- ECE Level 2 minimum requirement
- Experience with pre-school age children in daycare or nursery school
- Ability to work collaboratively with school team