



POSITION TITLE: **PRE-KINDERGARTEN (Pre-K) INTERVENTIONIST**

Reports to: **Directly: Pre-K Teacher**
Indirectly: Principal and Superintendent of Student Services

Function/Purpose:

A Pre-K Interventionist will provide assistance to and collaborate with the classroom teacher in the preparation of instructional aids, implementation of daily whole class activities, supervision of students and the planning and presentation of programs involving Pre-kindergarten children. Another major function of the Pre-K Interventionist is to act as a liaison between the home and the school in an effort to reinforce skills being taught at the school and address gaps in learning. The home/school liaison function will be achieved through the administering of screening tools, report writing and developing strong relationships with parents/guardians by planning and carrying out home visits.

Required Education, Knowledge, Qualifications and Experience:

- An Early Childhood Development Diploma from a provincially recognized institution or equivalent is required. Equivalency and validity of program to be determined by the Director.
- Pre-K Interventionists shall possess knowledge that is basic to this occupation. Required areas of knowledge include: cultural awareness, interpersonal communication, supporting instruction, family dynamics, health, lifespan development, roles and responsibilities of an educational associate and their relationship with teachers and other professionals, behaviour theories and their use in managing behaviour, basic care skills, self-protection strategies, understanding individuals with exceptionalities and first aid including CPR.
- A valid driver's license and access to a vehicle.
- Experience in the delivery of human services would be an asset. (*Human services* in this context refer to experience in areas such as social work, health care, justice, counseling and community development.)

Required Skills and Abilities:

- Ability to maintain strict confidentiality in school division operations.
- Ability to work as a team player.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Ability to deal with a broad range of members of the public.
- Display a positive attitude.
- Ability to use a computer for word processing *is a requirement*.

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and Collaborative

Supervision of Other Staff:

This position does not involve the supervision of other staff but will involve supervision of students.

Duties and Responsibilities:

Without restricting the generality of the description above, the Pre-K Interventionist shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in life-long learning with respect to training, inservices and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Organize and file a variety of classroom materials and educational aids.
- Supervise students in the classroom, hallway, play, lunch or rest area and during recreational activities and outdoor trips.
- Supervise learning activities.
- Report writing.
- Administering developmental screens.
- Plan for and provide family support through a series of home visitations.
- Model learning activities for parents and reinforce parental and family interactions with the child.
- Review information received on the child through the screening process, the school or from other agencies.
- Document visits and contacts.
- Meet with the family to discuss the family's needs and their expectations and establish goals in cooperation with the classroom teacher.
- Facilitate the referral of the family to other agencies where required.
- Implement the home based plan which addresses delays the child may be experiencing. The home-based interventions will emphasize child learning as an interactive process.
- Provide and model a variety of activities and materials which are developmentally appropriate for the child and serve to strengthen areas of delay.
- Provide opportunities that address all areas of child development: physical, emotional, social, cognitive and creative.
- Provide a positive link to the school-based program and encourage participation in volunteering and in family activities at the school.

- Meet with the classroom teacher on an ongoing basis to discuss each child's program and development.
- Assist individual students in performing activities initiated by the teacher.
- Assist in monitoring supplementary work and independent study.
- Reinforce learning in small groups or with individuals, while the teacher works with other students.
- Provide assistance with individualized program materials.
- Assist the teacher in observing, recording and charting behaviour.
- Assist the teacher with crisis problems and behaviour management.
- Assist in preparation/production of instructional materials and modifications.
- Carry out instructional programs designed by the teacher.
- Work with the teacher to develop classroom schedules.
- Carry out tutoring activities designed by the teacher.
- Assist the classroom teacher to include and involve the student with exceptionalities in classroom and extra-curricular activities.
- Assist in the observation and assessment of students as requested by the teacher/supervisor.
- Maintain records relative to specific programming and student performance as requested by teacher/supervisor.
- Assist in related duties which may be assigned because of specific needs (e.g. the maintenance and /or preparation of instructional and life skills materials).
- Participate in parent-teacher conferences and assist with parent communication on request.
- Supervise and/or participate with students in community-based programming when requested
- Assist the teacher to provide program adjustments that are suitable to the student's behavioral and emotional make-up.
- Assist with carrying out behavior management programming.
- Assist with occupational and physical therapy exercise under the direction of professional staff.
- Assist with student's dressing, feeding and toileting.
- Assist with sensory integration programming as outlined by the therapist (according to individual school division policy).
- Assist with a student's daily hygiene.
- Administer medication and chart its distribution (according to Board Policy)
- Work directly with students in different settings where a teacher is not available at the site.
- Support students in their participation in activities in the community.
- Reinforce social and personal skills to ensure the successful inclusion of the student with special needs.
- Attend professional development activities related to needs of students in the program.
- Assist with communication development, under the direction of the teacher and/or speech and language pathologist.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular educational program.
- Aid in the design and development and be supportive of personal program plans (PPP's).
- With a teacher's direction and guidance, carry out some learning activities.
- Be a member of the collaborative team.
- Reinforce learning.
- Monitor and record the progress of instructional goals.

- Assist teachers in getting materials and programs in place for students with exceptionalities.
- Communicate with the required teachers about the students.
- Be an integral part of the classroom and help all students, as time allows.
- Support the special needs students at school-sponsored activities.
- Seek professional development to improve skills.
- Assist with other duties as requested by the teacher(s) and/or administrator(s).

Judgment, Independence and Client Contact:

- **Confidentiality**

The Pre-K Interventionist is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence**

A Pre-K Interventionist is expected to work independently.

- **Responsibility for Quality of Assigned Work**

The employee is under routine supervision and is responsible for the quality of the work, and is expected to seek clarification and direction on any matters of concern.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working with, and under the direction of, the classroom teacher, and with other school personnel on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.