

## DUTY STATEMENT

<b>POSITION TITLE</b>	Pre School Teacher
<b>REPORTS TO</b>	Manager
<b>PROGRAM</b>	Child Care and Education Centres
<b>POSITION SUMMARY</b>	In line with the philosophy, policies and procedures of Communities@Work and under the general direction of the Manager, assist in the management of a Child Care and Education Centre.

## DUTIES

1. Implement the ACT curriculum framework to develop an outcomes based approach to curriculum.
2. Develop, maintain and update children's developmental records through regular observations.
3. Supervise and assist staff in all duties necessary for the effective functioning of the Centre.
4. Provide the Manager with regular written programs and evaluations.
5. Participate in the development of, and comply with, policies and procedures consistent with the aims of the organisation and accepted practice within the field.
6. Ensure compliance with License Conditions.
7. Be responsive to the needs of families and encourage their involvement in the program.
8. Take responsibility, in consultation with the Manager, for the Centre's administrative functions.
9. Perform other duties as required

## SELECTION CRITERIA

### ESSENTIAL

1. Degree in Early Childhood Education
2. A minimum two years experience in centre based child care or related area.
3. Demonstrated ability to plan, implement and evaluate a developmentally appropriate program and environment suitable to children under 6 years.
4. Highly developed communication skills.
5. Demonstrated ability to provide leadership to other team members and to work successfully as part of a team.

### DESIRABLE

1. First Aid certificate