

## EARLY LEARNING PROGRAM LEADER

**DAILY SUPERVISOR**

**EARLY LEARNING COORDINATOR**

**PROGRAM SUPERVISOR**

**PRINCIPAL**

**HOURS OF WORK PER DAY**

**3.5 – 7 HOURS PER DAY**

### JOB DESCRIPTION

Under the direction of the Early Learning Coordinator, the Early Learning Program Leader performs tasks to ensure the program aligns with and supports the Holy Spirit Pre-Kindergarten Guiding Principles, and the goals, objectives and outcomes as outlined in the Pre-Kindergarten program guide.

Under the direction of the Principal, the Early Learning Program Leader performs tasks to ensure the smooth operation of the Early Learning Program at the school and that the program aligns with and supports the Holy Spirit Early Learning Guiding Principles as outlined in the documentation provided in the application for licensing.

### QUALIFICATIONS

**EDUCATION:**

- Teacher Assistant Diploma or Early Childhood Education Certification or Rehabilitation Practitioner or equivalent

**WORK EXPERIENCE:**

- At least two (2) years experience working in an Early Childhood Program

**TECHNICAL SKILLS:**

- First Aid Certification
- Hanen Learning Language and Loving It Certification
- Supporting Individuals Through Valued Attachments Training (SIVA)

**INTERPERSONAL SKILLS:**

- Demonstrates ethical and confidential behaviour
- Promotes an atmosphere of respect for children and adults
- Demonstrates appropriate and independent use of time
- Maintains effective and co-operative relationships with children and staff