JOB DESCRIPTION

Job Title	:	Mandarin Educator
Reporting to	:	Grade Level Leads (Nursery and/or Kindergarten)
Job Overview	:	Responsible for Children and Families (New and Existing), Teacher Aides - where applicable

Primary Function

- Responsible to the Grade Level Leads (Nursery and/or Kindergarten) (in consultation with the PS Principal) and works collaboratively with other educators in implementing best practices through quality and innovative curriculum and programmes and, operational aspects of the centre for the children and their families in the class/school

Job Duties and responsibilities

1. Plans and implements innovative and child-centred activities based on the school's curriculum framework and outcomes that demonstrates best practices in Early Childhood Education within the parameters of teaching procedures and strategies.

2. Submit Weekly Activity Plans one week in advance to the Grade Level Leads (Nursery and/or Kindergarten), displayed at the entrance of the classroom by the morning of the 1st working day of the week.

3. Submit Weekly Evaluations by the following week to the Grade Level Leads (Nursery and/or Kindergarten), reviewing learning that took place the week before.

4. Plans set up appropriate learning environments for the class/school.

5. Holds regular meetings / discussions with all the other educators and programme staff to discuss, brainstorm, clarify, agree on, resolve, and act on curriculum-related matters.

6. Deals with class / school administration, eg. ensuring official memos/letters to parents be disseminated, ensuring proper use of class attendance, arranging for children's weight, height is taken, monitor staff work shift etc in accordance to ECDA licensing requirements and SPARK accreditation benchmarks.

7. Conducts parent-teacher conferences on a regular basis (at least thrice a year) based on observation records, children's work samples and data collected in each child's learning portfolio and children's developmental profile.

8. Will be expected to share methodologies and strategies and collaborate with ECE fraternity and other authorized persons such as students, researchers etc. in the spirit of showcasing best practices in the field of early childhood education.

9. Plans and projects the types of resources, support and training needed for submission to the Grade Level Leads (Nursery and/or Kindergarten).

10. Participants in all organization and school-organised activities

11. Promotes SJI International Preschool's social mission and objectives through the activities of the school in reaching out to the children, parents, and community.

12. Implements SJI International Preschool's Shared Vision and Mission in motivating staff and leading by example.

13. May covers other educators duties in their absence.

14. Performs other related duties as assigned by the PS Principal, Vice Principals and/or Grade Level Leads (Nursery and/or Kindergarten).

Requirements

- Degree in Early Childhood Education (preferred) or Diploma in Early Childhood Care & Education (Teaching) / Diploma in Child Psychology & Early Education or its equivalent
- Must be Early Childhood Development Agency (ECDA) L2 certified
- Able to commit to 9.5 hours shifts daily (including an hour's lunch)
- Has experience with teaching and facilitating experiences for children aged 2-6 years old.
- For MTL - Chinese Educators; fluent in Chinese Language (spoken and written)
- Good people skills, is a team player and has a strong understanding of diverse cultures
- Committed to the education and nurturing of young children working in partnership with their families
- Keen to develop professionally