



## Position Descriptors

<p>Nominated Supervisor (Principal)</p>	<ul style="list-style-type: none"> <li>- Staffing preschool with suitably qualified staff</li> <li>- Preschool finances</li> <li>- Ensures the service is operated in compliance with the National Law, National Regulation and the National Quality Standard</li> <li>- Establish effective and efficient administration and record management systems to ensure all information is kept securely in compliance with legal requirements</li> <li>- Leading and assisting preschool staff with school improvement and professional development</li> <li>- Contact Regulatory Authority to report serious incidents</li> <li>- Dealing with complaints</li> </ul>
<p>Deputy Principal</p>	<ul style="list-style-type: none"> <li>- Organising suitably qualified relief staff for preschool</li> <li>- Organising suitably qualified release staff for preschool staff lunch breaks</li> </ul>
<p>Educational Leader (P-2 Executive Teacher)</p>	<ul style="list-style-type: none"> <li>- Lead team meetings</li> <li>- Leading professional development with the preschool team and understanding of NQS and EYLF</li> <li>- Ensures opportunities are available for staff to discuss and reflect on current practices and to discuss individual and groups of children's needs</li> <li>- Promote children's learning and development through a variety of strategies e.g. making readily accessible the provision of a variety of information for parents</li> <li>- Promotes positive relationships between families and educators and communicating individual students development through a range of reporting techniques e.g. formal and informal interviews</li> </ul>
<p>Teacher</p>	<ul style="list-style-type: none"> <li>- Provide a preschool program that meets the needs and interests of each child</li> <li>- Ensure all educators are abiding by preschool procedures and departmental policies</li> <li>- Report to parents in a variety of formal and informal formats</li> <li>- Administer first aid, following school policies and procedures</li> <li>- Implement role in Emergency Procedures</li> </ul>

	<ul style="list-style-type: none"><li>- Supervision, and engagement with students throughout the day</li></ul>
Assistant educator	<ul style="list-style-type: none"><li>- Daily safety checks of indoor and outdoor environment</li><li>- Check first aid supplies and administer first aid, following school procedures and policies</li><li>- Administering medicine to students, following school policy and procedures</li><li>- Implement role in emergency procedures</li><li>- Ensure cleaning of equipment of procedures are followed</li><li>- Supervision, and engagement with students throughout the day</li></ul>