

JOB DESCRIPTION: SUPERVISOR

Summary of the Position

The Program Supervisor must have a high degree of emotional and physical stamina, a high level of empathy, maturity, patience and should have the capacity to form meaningful relationships with children and their families based on a genuine interest in helping them.

Also, to ensure the management of procedures required to carry out the policy decisions of the Board of Directors for the fulfilment of the goals and objectives of the centre.

Duties of the Position

Ensures that the Centre complies with all legal requirements

- arranges for sufficient staffing of the Centre to meet requirements in the *Day Nurseries Act*
- recognizes and has the working knowledge of personnel and organizational policies and has the ability to operate the program within the provisions of these policies
- recognizes, documents and takes action in case of suspected abuse, illness or accident, reporting the incident as a serious occurrence
- reports any serious occurrences to the Board of Directors
- informs the Board of all visits and reports from licensing authorities
- submits information required for annual provincial license renewal

Provides the Board of Directors with support to make informed decisions

- reports monthly to the Board
- provides a report for each Board meeting (as required) and the Annual General Meeting
- participates in the management meetings and other committees as required
- prepares background information on issues as required

Ensures that operational policies established by the Board of Directors are implemented

- establishes a system to record arrivals and departures of children each day
- establishes and reviews logbook daily, monitoring consistent use by staff and parents/guardians
- carries out and documents daily playground inspection
- establishes, carries out, and reviews monthly seasonal and annual playground inspections
- ensures daily medication forms are signed and medication is administered and documented properly
- meets all new parents/guardians enrolling their children in the centre and reviews the Parent Handbook, introduces staff and provides a tour of the Centre
- reviews Parent Handbook and makes recommendations for updating policies and procedures as changes occur
- reviews weekly menus for compliance with Centre policies and the *Day Nurseries Act*
- maintains updated information on individual children's diets

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Strengthening the partnership between parents and teachers

- establishes daily charts for each classroom, appropriate for the age group
- arranges parent/guardian and program staff meetings and interviews as requested by either parents/guardians or staff

Ensures that the curriculum for children and families meets policies established by the Board of Directors

- reviews the program yearly in consultation with program staff and parents/guardians and prepares summary report with recommendations for the Board
- acts as a resource to program staff in planning program experiences and environment to support all areas of children's development, coping and competence and emerging literacy skills
- reviews daily and weekly program plans
- observes and participates in daily routines and activities regularly (minimum, once weekly) in each group
- ensures staff provide age-appropriate developmental programs to enhance children's cognitive, physical, social and emotional development
- ensures a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing are employed
- ensures a daily balance of active/quiet, indoor/outdoor and individual group activities; implements a schedule that incorporates child-directed activity, care routines and transition times
- ensures fair and consistent behaviour management methods in accordance with the program's behaviour management policies
- ensures toys and equipment used in activities are safe functioning
- monitors all areas frequented by the children for safety, hygienic conditions, including washrooms, playground, etc
- ensures accurate recording of attendance of children and prepare reports as necessary; maintains communication through daily journal
- ensures daily health check of children, records illness and contacts parents
- responds to parent/designated family members/school staff inquiries regarding children's progress, behaviour, health, while maintaining confidentiality at all times; promotes parental involvement
- maintain files on each child
- recommends referral of children to outside support agencies for special support as necessary; participates in educational assessment conferences with outside agencies
- ensures an appealing environment which maximizes the children's participation and free choice

Ensures on-going supervision of Centre staff and implementation of Centre's personnel policies

- maintains complete staff files
- appoints a designate in case of Supervisor's absence
- interviews and hires new staff
- recommends staff members for permanent status or dismissal after probation period

- makes recommendations for staff wages and increments
- provides orientation for new staff members
- carries out annual performance reviews with all staff members
- plans and holds monthly staff meetings
- assigns tasks to program staff, students and volunteers as necessary
- keeps aware of and informs staff of policy changes; adheres to staff and parent policies as set by the Board of Directors
- attends professional development, parent education workshops
- ensures sufficient staff are available daily and makes schedule changes as required so that the Centre meets DNA requirements
- schedules duties of program staff

Ensures accurate financial information is available to the Board of Directors

- assists the Board in preparing annual operating budget with updated information of municipal and provincial funding guidelines
- implements financial spending and fee collection policies
- purchases services, supplies and equipment as needed within the budget guidelines
- seeks out and applies for any available grants

Promotes the Centre in the community

- establishes and maintains co-ordination and collaboration with other community programs that work with the Centre's families
- promotes and develops *ABC Childcare Centre* program in the community
- participates in local childcare meetings and functions
- prepares and distributes monthly newsletter (with the help of committees) to families and community
- considers response to community needs for additional family and child programs

Qualifications

Education

- Two-year Early Childhood Education (ECE) Diploma or equivalent approved by the provincial licensing process
- Current Health Certificate, Immunization Record, Emergency First Aid & Infant/Child CPR certification
- Current Certificate of registration with the College of Early Childhood Educators
- Positive Criminal Record Reference Check
- Two (2) written childcare references
- Experience working with volunteers an asset
- Working knowledge of the *Day Nurseries Act*

Experience

- Five years experience in an Early Childhood Education program working in an integrated setting
- Working knowledge of acceptable office procedures and computer software

Competencies

- ability to be approved by the Ministry of Community, Family and Children's Services
- patience, dedication, energy, enthusiasm and caring attitude
- self-starter possessing strong organizational and interpersonal skills
- demonstrated ability to direct, instruct and care for children
- ability to deal with non-routine situations
- ability to handle emergencies, crisis, or hostile behaviour
- ability to maintain control in frustrating situations
- ability to work co-operatively with others, while providing work direction
- ability to use professional judgement on a daily basis within the guidelines established by the *Day Nurseries Act* and program policies
- ability to provide leadership and motivation/direction to staff
- ability to accommodate competing demands
- ability to maintain neat and accurate records
- ability to communicate effectively both orally and in writing with children, parents and staff
- ability to maintain confidentiality of all information related to children, parents and staff
- ability to carry/lift children and carry/move moderately heavy items
- ability to stand for extended periods of time; to work at the height of the children
- ability to work flexible hours
- willingness to work in conditions involving exposure to; bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather
- knowledge of the *Day Nurseries Act*, *Occupational Health and Safety Act*, *Employment Standards Act*, *Health Act*, the *Child and Family Services Act* and the ability to meet the specifications of these Acts and any other regulations that apply to this work
- work independently
- evaluate staff performance, staff training and development
- assess, implement and evaluate developmental programs in accordance with the needs of each child individually and in group situations
- act as an advocate for children and their families
- work with a variety of family dynamics