

JOB DESCRIPTION

Centre Supervisor

Reports to: Executive Director

JOB SUMMARY:

The Centre Supervisor, under the direction of the Executive Director is responsible for the daily management, oversight, and operations in planning and developing an age-appropriate program to enhance the cognitive, physical, social, and emotional development according to *Organization's* program statement and philosophy and the Child Care Early Years Act, using Early Learning for Every Child Today (ELECT), and How Does Learning Happen?, Quality First and Public Health Guidelines

Under the direction of the Executive Director the Centre Supervisor has full responsibility of the administration of the centre site without regular teaching responsibilities. The Supervisor is able to be placed on the floor during emergencies when maintaining ratios.

SUPERVISORY RESPONSIBILITIES & LEVEL OF AUTHORITY:

The job duties and responsibilities for the Supervisor include but are not limited to the following and any other duties as assigned by the Executive Director

- The Supervisor is responsible for ensuring that the organization is operated in compliance with the Child Care and Early Years Act, ELECT, How Does Learning Happen?, Quality First, Municipal Regulatory Bodies, Public Health Department, the Occupational Health and Safety Act, and the Fire Department.
- The Centre Supervisor manages either the Oakville centre or the Milton centre
- The Supervisor is responsible for supervising all employees, supply staff, volunteers and students
- Assists the Executive Director in the hiring, of employees specific to the centre, supervising, and managing performance of staff
- Assists in the implementation of policies and procedure to support staff and meet the children's needs
- Responsible for the day-to-day operations of the organization
- Directly supervises, provides leadership, guidance, and assistance to centre employees
- Provides pedagogical orientation for new hires, acts as resource to all staff

- Ensures that all legislative requirements and regulations are implemented
- Purchases equipment and supplies for the centre
- Assists in monitoring and evaluating staff
- Assists in financial management of the organization
- Assumes other responsibilities as delegated by the Executive Director

PROFESSIONAL OBLIGATIONS

- Adherence to the legislative regulations and duties set out for an Early Childhood Educator under the current Ontario Child Care and Early Years Act
- Adherence to the Professional Responsibilities and Code of Conduct set out by the Ontario College of Early Childhood Educators, including but not limited to the Conflict of Interest Policy and the Confidentiality policy.
- Maintaining RECE status in good standing with the Ontario College of Early Childhood Educators, proof of membership must be provided annually.

POSITION SUMMARY

Assist the Executive Director in ensuring the delivery of quality child care programs to meet the physical, social/emotional and cognitive needs of the children. Ensures age appropriate curriculum for each group based on the “How Does Learning Happen?” ELECT, and CCEYA requirements to meet children’s individual developmental needs is planned, implemented and posted.

SPECIFIC DUTIES & RESPONSIBILITIES

The job duties and responsibilities for the Supervisor include but are not limited to the following and any other duties as assigned by the Executive Director or in their absence the Board of Directors.

LEADERSHIP

- Assists the Executive Director by collaborating with employees and relevant licensing bodies and community agencies to accomplish the objectives of the organization
- Encourages team-building by modelling open communication and positive working relationships with employees and families
- Works towards a positive working environment
- Assists the Executive Director in ensuring the organization complies with all provincial legal requirements (Child Care & Early Years Act, Employment Standards Act, Occupational Health & Safety, Human Rights, Accessibility for

Ontarians with Disabilities Act, Bill 132 (Sexual Violence & Harassment Action Plan Act)

- Be a resource to staff to ensure the program and the curriculum meet the goals, objectives and vision of the organization
- Maintain a professional appearance at all times, assume responsibility for your own actions and behaviour at work. P35 Dress Code Policy, P36 Substance Abuse Policy, P21 Staff Issues of Concern

BOARD RELATIONS

- Attends Board meeting with the Executive Director
- Assist the Executive Director in keeping the Board up to date on all relevant changes related to licensing requirements etc.

POLICY MANAGEMENT

- Assists the Executive Director in reviewing and updated existing policies and procedures as required
- Assists in developing new policies and procedures where required under the Child Care & Early Years Act, Municipal requirements, Occupational Health & Safety, Public Health, Operations etc.
- Assist the Executive Director in communicating new policies and procedures, provide training where required
- Assist the Executive Director in providing direction to employee's in implementing required policies
- Assist with monitoring policies and procedures for effectiveness and compliance

HUMAN RESOURCE MANAGEMENT

- Follow all policies and procedures relating to Human Resources and make recommendations for policy review when necessary.
- Create a staffing schedule including managing staff requests for shift changes, days off, holidays, etc. ensuring sufficient staffing of the centre
- Provide input in the hiring of employees
- Maintain employee files ensuring proper documentation of hours worked and all other pertinent necessary documentation.
- Keep the Executive Director informed of all issues and concerns regarding the program, staff and children
- Assists in the training of new employees in developing the necessary skills to be successful in the program

MANAGEMENT OF STAFF

- Overseas managing employees
- Maintains the staff schedule including assisting with requests for time off, shift changes etc.
- Assist with training, coaching, managing performance and mentoring staff
- Guide staff in curriculum development and implementing programs
- Assists in ensuring employees are aware of any new legislative requirements and that the appropriate training is provided

OPERATIONAL PLANNING & MANAGEMENT

- Assists the Executive Director in purchasing and orders supplies for the organization
- Ensure the safe operation, addresses issues and timely repairs of equipment and furniture etc.
- Assists in day-to-day operations as delegated by the Executive Director

FINANCIAL MANAGEMENT

- Follow the budget guidelines as directed by the Executive Director
- Assists with financial administration as delegated by the Executive Director
- Assists with purchasing supplies and equipment
- Assists with financial record keeping as delegated by the Executive Director

ADMINISTRATIVE MANAGEMENT

- Maintain records of each child enrolled in the program, including registration forms, medical records, permission forms, custody orders etc.
- Establishes and reviews log book daily monitoring consistent use by staff and parents
- Establishes a system for daily arrivals and departures of children
- Maintains an accurate and up to date record of all equipment in the centre.
- Assists with ensuring accurate, complete, and confidential maintenance of employee and client records

PROGRAM MANAGEMENT

- Assists the Executive Director in implementing and ensuring a quality program to meet the cognitive, social, emotional, and physical to meet children's individual needs

- Works with staff to ensure an age appropriate curriculum based on the pedagogy “How Children Learn”, ELECT document, Quality First, and the CCEYA is planned, implemented and posted.
- Reviews documentation posted by teaching staff
- Ensures compliance of policies and procedures related to the health and safety of the children
- Ensures proper policies and procedure are implemented regarding the administration of medication
- Assists with monitoring the day-to-day implementation of the programs

OCCUPATIONAL HEALTH AND SAFETY

- Assist the Executive Director in implementing the health and safety program in the centre
- Recommends change regarding a safe and healthy workplace to the Executive Director
- Assists the Executive Director in making sure work is being done safely and in compliance with the organization’s health and safety program

CLIENT/FAMILY RELATIONS

- Develop positive relationships and collaborative partnerships with families
- Encourage parental involvement in the organization through meetings, social activities, and social inclusion
- Act as a resource to parents in matters related to their children and the organization
- Ensure that parents receive regular report on the development and well- being of their children
- Supports employees in developing positive relationships with families
- Maintains professional boundaries and constant awareness of the “client” relationship

COMMUNITY RELATIONS/ADVOCACY

- Ensure the program and staff reflect the vision and philosophy of the organization
- Act as a role model and resource for staff working in the classroom
- Be a mentor and resource for information for families regarding the Early Childhood Education Profession.
- Participate in networking and community activities on behalf of the organization

STRATEGIC PLANNING

- Assist the Executive Director in future planning for the organization

RESPONSIBILITY FOR SUPPLY/SUPPORT STAFF

- Ensures supply and support staff are adequately oriented to the organization and program
- Oversees the schedule and placement of supply staff
- Model and demonstrate appropriate teaching techniques
- Acts as a resource for supply and support staff
- Reports any substantiated concerns to the Executive Director

RESPONSIBILITY FOR PLACEMENT STUDENTS

- Oversees the training and evaluating ECE and ECA students
- Model and demonstrate appropriate teaching techniques
- Assess, record, and discuss daily observations with students
- Monitor placement students, progress and delegate responsibility for tasks in the classroom

RECORD KEEPING

- Maintain up-to-date records for legislative and regulatory purposes
- Supervises staff to ensure daily and monthly attendance records are done
- Supervises staff to ensure daily logs are completed
- Record and report accidents, incidents and occurrences as required
- Record medical procedures and the administration of medication
- Maintain up-to-date children's records
- Record facility maintenance and safety checks

WORK CONDITIONS & PHYSICAL CAPABILITIES

- Able to walk up 3 flights of stairs
- Lift and/or move between 10 pounds up to 30 pounds.
- Must be comfortable being in the water on swim trips.
- Repetitive Tasks
- Attention to detail
- Frequent combinations of sitting, climbing, standing, walking, balancing, bending, crouching,
- kneeling, and crawling
- Combination of indoor and outdoor environments

- Exposure to; high noise levels, bodily fluids, infectious illness/diseases, occasional inclement weather

EDUCATIONAL REQUIREMENTS

- Degree or Diploma in Early Childhood Education
- Current registration with the College of Early Childhood Educators
- Valid Standard First-Aid and Level “C” CPR Certificate
- Proof of a satisfactory Police Vulnerable Sector Check
- Demonstrated knowledge, understanding, and training of the Ontario Human Rights Code, the Integrated Accessibility Standard (AODA), the Occupational Health and Safety Act, and Conflict Management Skills
- Demonstrated knowledge and skills in Human Resource Management, financial management, and risk management
- Occupational Health and Safety certification are an asset

EMPLOYMENT REQUIREMENTS:

- Current Registration with the College of Early Childhood Educators
- Current satisfactory Police Vulnerable Sector Check
- PVSC to be completed every 5 years on work anniversary, to sign a declaration form annually with 2 weeks of work anniversary of alternate years.
- Valid Standard First Aid training and Level “C” CPR
- Health Assessment, T.B. test, up-to-date immunizations
- Signing off all policies annually.
- Working knowledge of “How Does Learning Happen?” ELECT, Quality First, Public Health Guidelines

SKILLS AND ABILITIES

- A strong understanding of “How Does Learning Happen?” ELECT Document, and Quality First
- Strong knowledge of the child care policies, procedures, and regulations including the Child Care and Early Years Act and Public Health
- A demonstrated understanding of the College of Early Childhood Educators, Code of Ethics, Standards of Practice and Continuous Professional Learning
- Strong interpersonal skills, capable of creating respectful, nurturing, and empowering relationship in building a cohesive team

INTERNAL RELATIONSHIPS: Employees, placement students, volunteer Clients (families & children)

EXTERNAL RELATIONSHIPS: Ministry of Education Licensing Advisor
Halton Region Children Services Consultant
Public Health
Quality First
Others in the Child Care community

PROFESSIONAL OBLIGATIONS

- Adherence to the legislative regulations and duties set out for an Early Childhood Educator under the current Ontario Child Care and Early Years Act
- Adherence to the Professional Responsibilities and Code of Conduct set out by the Ontario College of Early Childhood Educators including but not limited to the Conflict of Interest Policy and the Confidentiality Policy.
- Maintaining RECE status in good standing with the Ontario College of Early Childhood Educators, proof of membership must be provided annually.

POSITION SUMMARY – ESSENTIAL FUNCTIONS & RESPONSIBILITIES

The job duties and responsibilities for the Centre Supervisor include but are not limited to the following and any other duties as assigned by the Executive Director

- Provides leadership and support to all program staff.
- Is responsible for ensuring that all The Family Place Child Care's policies and procedures are followed at all times.
- Plans, organizes, and oversees the implementation of the program and curriculum
- Acts as a liaison between the program staff and the Head Office
- Provides orientation for all new hires specific to the site
- Has primary responsibility for dealing with Parent/Guardian issues/ concerns at their site.
- Is responsible for informing the Executive Director about any significant client or employee concerns.
- Is responsible for scheduling shifts and managing shift changes ensuring sufficient staffing of the Centre
- Supervises non-program staff if applicable
- Monitors the inventory of site materials, supplies, and equipment. Makes /approves purchases for the centre, staying within the site budget or submits purchase requests to the Executive Director.
- Prepares and submits all required forms and reports to the Executive Director by the designated timelines.
- Is responsible for ensuring that all mandatory Health and Safety checks are completed and documented.

- Conducts routine inspections of centre site for health and safety requirements.
- Is responsible for ensuring that the Parent Information Board is up to date and displays all regulatory information
- Assures accurate, complete, and confidential maintenance of employee and client records
- Assures that all centre-level documentation and reports are complete, up-to-date, and accurate
Completes and reviews employee performance evaluations with staff annually
- Assists the Executive Director in monitoring staff performance, mentoring and coaching
- Maintains professional boundaries and constant awareness of the “client” relationship
- Create a staffing schedule including managing employee requests for shift changes, days off, holidays, etc. ensuring sufficient staffing of the centre

Written by:

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TJ Solutions, Management Solutions for Child Care
Sandra Vieira, Executive Director