
Centre pour enfants Timiskaming Child Care Job Description

Program: Child Care

Position: Manager

Job Summary:

Working under direction of the Executive Director, the Child Care Manager will be responsible for managing Centre pour enfants Timiskaming Child Care's licensed Child Care Centres and its Supervisors.

Duties and Responsibilities:

- Provide management and leadership in the provision of high quality child care services using a play based approach.
- Review and evaluate child care centre activities in order to ensure conformance with regulations designed to stimulate learning.
- Develop program policies and procedures as needed.
- Ensure implementation of child care program curriculum.
- Demonstrate proper procedures and discipline for child care supervisors and staff.
- Provide a physically safe and emotionally supportive environment showing sensitivity to the needs of children in all aspects of development.
- Use a variety of learning techniques with supervisors and staff, including modeling, observing, questioning, and reinforcing.
- Ensure supervisors are implementing a schedule that incorporates child-directed activities and care routines.
- Ensure supervisors and staff implement the Agency PROGRAM STATEMENT on a daily basis within the Centres.
- Guided by *How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH)*, ensure the child care environment views parents and caregivers as co-learners and leaders in influencing positive child, family and community experiences and outcomes based on the four foundations for learning (belonging, well-being, engagement and expression).
- Ability to establish and maintain positive, engaging and cooperative working relationships with supervisors, child care staff, co-workers, children and families.
- Excellent knowledge of community services, resources, and processes regarding access and referral to services.
- Ability to maintain confidential information at all times.
- Sound knowledge of child development, specifically for ages 0-12 years.
- Excellent knowledge of programs to promote and enhance creativity in all areas: art, dramatic and cognitive play, emotional awareness, music appreciation, science, math, language, fine and gross motor and sensory activities.
- Ensure child care centres are planning for nine physical activity skills daily.

- Ensure there is a plan for opportunities which facilitate an understanding of a variety of cultures and value systems.
- Ensure experiences and play materials are provided that actively promote anti-racist and non-sexist integrations and attitudes.
- Responsible for serious occurrence reporting in the Child Care Licensing System (CCLS).
- Responsible for overseeing the Child Care Pro program.
- Reviewing and referring to child care centres quality assurance plans on an ongoing basis.
- Attend meetings and participate in committee work applicable to child care.
- Ability to travel in and out of the district as our child care centres include locations in Temagami and Iroquois Falls.
- Very flexible with work hours.
- Excellent problem solving abilities and a creative thinker.
- Ability to mentor child care supervisors and staff as needed.
- Excellent knowledge of How Does Learning Happen (HDLH), Child Care Centre Licensing Manual, Well-Beings-A Guide to Health in Child Care, Early Learning for Every Child Today (ELECT)
- Excellent verbal and listening skills.
- Experience managing staff.

General:

- Ensure that resources are appropriate and adequate to carry out programs.
- Ensure program philosophies, policies and procedures are followed.
- Participate in community relations, advocacy events.
- Network with other child care programs.
- Participate in the writing, production and distribution of program documentation, literature, information, etc.
- Participate in staff performance reviews.
- Understand and ensure compliance with relevant provincial, regional, local, and funders' regulations.
- Recognize, document and take action in the case of suspected-abuse.
- Attend and plan for staff professional development.
- Attend staff meetings and other functions i.e. fundraising events and fairs as required.
- Approve and purchase toys, program equipment and supplies as needed for child care.
- Keep up to date on agency's policies and procedures.

Qualifications:

- Experience managing programs and staff.
- Demonstrated computer skills with word processing and internet.
- Ability to communicate effectively both orally and in writing in both official languages with children, parents, staff, other agencies and the public.
- Ability to maintain co-operative working relationships with staff, children, parents, co-workers and volunteers.

- Ability to work independently and manage time and workload. Non-routine situations referred to supervisor.
- Ability to use professional judgment on a daily basis within guidelines established by government, regional and program policies. Consults/reports non-routine situations to supervisor.
- Ability to facilitate contacts/relations between different people.
- Ability to maintain confidential information at all times.
- Ability to lift/carry/move moderately heavy and or awkward items.
- Ability to maintain control in frustrating situations.
- Ability to work overtime or irregular hours.
- Required to hold a valid Ontario drivers license with a clean driving record.
- Knowledge of the Occupational Health and Safety Act., Child Care and Early Years Act, and the Child and Family Services Act and the ability to meet the specification of these Acts and any other regulations that apply to this work i.e. Health, Fire Dept.
- All other duties assigned by your supervisor.

Minimum Education Requirements:

- Degree or diploma in Early Childhood Education or equivalent.
- Minimum of three years managerial experience.
- Registered to the College of Early Childhood Educators (RECE)
- Holder of valid standard First Aid Infant CPR Certificate.
- Ability to communicate in both official languages.