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**Centre pour enfants Timiskaming Child Care  
Job Description**

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**Program:** Child Care  
**Position:** Child Care Supervisor

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**Job Summary:**

Working under direction of the Program Director, the Child Care Supervisor will be responsible for the day to day operations of the Child Care Centre(s) and its staff. Promote a positive awareness of the needs of child care and liaises with other child care programs. Evaluates the effectiveness of the child care programs and maintains records as required. Performs other duties as required, as directed by the Program Director.

**Duties and Responsibilities:**

- Provide a physically safe and emotionally supportive environment showing sensitivity to the needs of staff, children and families in all aspects of development.
- Ensure staff use a variety of teaching techniques including modeling, observing, questioning, demonstrating, scaffolding and reinforcing.
- Ensure staff provide a balance of active/quiet, individual/group activities.
- Ensure staff implement a schedule that incorporates child-directed activities, care routines and transition.
- Implement the Agency PROGRAM STATEMENT on a daily basis within the Centre and with the staff.
- Guided by *How Does Learning Happen? Ontario's Pedagogy for the Early Years (HDLH)*, provide an environment that 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 cooperative working relationships with staff, children and families.
- Ability to use professional judgment on a daily basis within guidelines, policies and procedures.
- Ability to provide work direction to child care staff.
- Ability to accommodate competing demands.
- Thorough knowledge of equipment used in the operation of the program.
- Ability to communicate effectively both orally and in writing with children, parents, staff, outside agencies, funders, regulators and the public.
- Maintain confidentiality of all information related to children, parents and staff.
- Excellent knowledge of the community services, resources, and processes regarding access and referral to services.
- Sound knowledge of child development, specifically for ages 0-12 years.

- Participate in the development of and ensure implementation of programs to promote and enhance creativity in all areas: arts and crafts, dramatic and cognitive play, emotional awareness, music appreciation, science, fine and gross motor and sensory activities.
- Ensure staff plan for and implement opportunities which facilitate an understanding of a variety of cultures and value systems.
- Ensure staff provide experiences and play materials that actively promote anti-racist and non-sexist integrations and attitudes.
- Ensure staff plan for and carry out activities that encourage problem solving.
- Ensure staff assist children in washing, dressing, toileting, snacks, etc. to develop self-help skills.
- Makes recommendations for probationary status and for disciplinary action of the staff.
- Participates in hiring, orientation and training of new staff.
- Plans and participates in delivery of ongoing staff development.
- Promotes teamwork in group.
- Coordinate staff schedules according to parent bookings.
- Coordinate staff planning time.
- Coordinate the quality assurance plan.
- Keep inventory up to date.

**General:**

- Ensure that resources are appropriate and adequate to carry out programs.
- Ensure appropriate registration procedures for the programs.
- Train and supervise staff, students and volunteers.
- 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 literature, documentation, information and public information releases.
- Participate in staff performance review.
- Understand and ensure compliance with relevant provincial, regional, local, and funders' regulations.
- Recognize, document and take action in the case of suspected-abuse, illness or accident.
- Attend professional development
- Facilitate and participate in fire drills.
- Attend staff meetings, board meetings, general meetings and other functions i.e. fundraising events and fairs as required.
- Participate in purchasing of toys, program equipment and supplies.
- Keep up to date on agency's policies and procedures.

### **Qualifications:**

- Ability to work with chemical substances contained in cleaning supplies.
- Ability to stand for extended periods of time to work at the height of the children.
- Willingness to work in conditions involving exposure to: bodily fluids, infectious diseases, frequent high noise levels and inclement weather.
- Experience working with children and their families in a play setting.
- Demonstrated computer skills with word processing and internet.
- Ability to assemble and repair toys and equipment.
- Ability to communicate effectively both orally and in writing with children, parents, staff, teachers, other agencies and the public.
- Ability to maintain co-operative working relationship with children, parents, staff 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 accurate records and to prepare reports and statements.
- Ability to maintain confidential information when required.
- Ability to lift/carry/move moderately heavy and or awkward items and children.
- Ability to maintain control in frustrating situations.
- Ability to work overtime or irregular hours when necessary.
- 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.
- Registered with the College of Early Childhood Educators (RECE).
- Minimum two years of experience working in the child care field.
- Holder of valid standard First Aid and Infant CPR Certificate.
- Ability to communicate in both official languages.