



JOB POSTING

Title:	Daycare Supervisor
Reports to:	Band Administrator
Terms:	Full-Time Permanent
Hours:	35 hours per week
Salary:	\$45,000 - \$50,000 per annum dependent on qualifications
Location:	G'Shawdagawin Day Care Centre

Position Summary:

Saugeen Early Learning Services is looking for an EXPERIENCED SUPERVISOR for the G'Shawdagawin Day Care, located on Saugeen First Nation #29 – Southampton. The Day Care Supervisor is responsible for providing leadership in keeping with the philosophy of the Saugeen Early Learning Services and the G'Shawdagawin Day Care, as well as quality client service. The Supervisor must be skilled and comfortable dealing with stakeholders such as representatives from the Ministry of Education, Bruce Grey Family Services, Chief & Council, Administration, and Program Departments of Saugeen First Nation. The centre provides nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment. The Supervisor oversees the program planning, working effectively with staff, working with families and children, connecting with the community, and assuming administrative responsibilities related to the day to day operations of the day care centre.

Responsibilities

- Responsible for ensuring that the centre meets all legal requirements, including licensing regulations
- Assists in the development of child care programs and keeps up-to-date on issues relating to program design and delivery
- Records and reports accidents and serious occurrences
- Provides supervision, leadership and guidance to the team
- Monitors classroom teachers on a daily basis to ensure compliance with the Child Care and Early Years Act. This includes ensuring a safe environment is provided for children in terms of their physical, emotional and cognitive development
- Communicates with parents and deals with questions or issues that arise
- Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner
- Responsible for updating policies and procedures required by the Ministry
- Updates and trains staff on policies and procedures
- Monitors staff to ensure proper forms are being completed and records are complete
- Guides and assists children in activities, routines and transition times
- Inputs attendance on a monthly basis and follows- up to ensure that accounts are up to date
- Responsible for the review and documentation of staff behaviour management, according to the policies and Ministry requirements
- Prepares progress reports and discusses same with parents and staff
- Prepares and produces written documents to meet program information and communication needs
- Makes arrangements for alternate pick up of late children
- Delegates securing of building and grounds at the end of the day
- Oversees general maintenance and repairs
- Monitors the budget
- Updates schedules and timetables regularly
- Arranges for replacement staff as needed
- Maintains children's attendance records, emergency information and assists with the daily log book; collects medication information from parents and informs staff
- Verifies staff time sheets
- Ensures recording of observations and assessments on children's progress and behaviour
- Recommends program and teaching modifications to meet special needs and reviews progress monthly
- Participates in annual health and safety inspection; refers health and safety concerns and makes recommendations for change
- Provides scheduling and orientation for full-time/part-time staff, summer students and volunteers

- Conducts performance reviews as part of the annual appraisal for each classroom teacher and all other centre employees
- Interviews potential clients, provides tours of daycare facility and registers children
- Attends and organizes monthly staff meetings
- Maintains the health and safety of the children including implementing monthly fire drills
- Participates in Saugeen First Nation hiring committee as required
- Other related duties may be assigned by the Band Administrator

Qualifications Required

- Early Childhood Education Diploma or degree
- Strong Supervisor skills with 3 years' related experience
- Possess extensive experience with administrative duties and reporting
- Registered member in good standing with the College of Early Childhood Education
- Current First Aid/CPR certificate
- Current Criminal Reference Check Report and Clean Vulnerable Sector Check
- Knowledge of Child Care and Early Years Act and licensing and legislative compliance
- Experience working with infant to junior children
- Solid understanding of child development
- Demonstrates ability to maintain an effective work relationship with families, colleagues, service providers, and regulatory program advisors
- Excellent oral and written communication skills
- Exceptional interpersonal skills
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Knowledge of First Nations Culture and Language would be an asset
- Knowledge of community considered an asset
- Adequate energy level and ability to meet the physical demands of the job

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, June 25th, 2021 @ 4:00 p.m.
 (*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

The successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening prior to starting employment

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: 28 Joshua Crescent, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.