

Job Description for Day Care Supervisor

JOB TITLE:	RECE Program Supervisor
PRIMARY FUNCTION:	Working under the direct supervision of the Executive Director the Program Supervisor is responsible for the operations of the programs and services provided by the Tillie Missabie Family Centre. S/he is responsible for planning, organizing, directing and controlling the operation and activities of the TMFC program, staff and volunteers.
REPORTING RELATIONSHIP:	The TMFC Program Supervisor will report to the Executive Director. RECE's, ECA's, Cook, Janitor and Aboriginal Head Start Worker reports to this position.
SALARY RANGE:	MNGR 4 Step 1
TERM OF EMPLOYMENT:	Permanent full time
EFFECTIVE DATE:	August 28, 2017
INCUMBENT:	

Responsibilities – Leadership to TMFC staff and programs within the organizations

Program Statement:

- Ensure that all licensing and contractual obligations are met in accordance with our Daycare License (Ministry of Education) and our Aboriginal Head Start funding agreement;
- Ensure that the organizational philosophy, general principles and objectives of the organization are being met in its day to day operations;
- Ensure an optimum level and quality service delivery by developing and implementing annual work plans for AHS and the Ministry of Education;
- In collaboration with the RECE AHS Worker, develop and implement programs for children and families that emphasize self-help and empowerment for Aboriginal people;
- Development and implement programs for children and families that are based on our traditional culture & teachings;
- Provide regular communication with the Parent Committee on all aspects of the Aboriginal Head Start Program; serve as an ex-officio member of the Parent committee and all related committees within the community;
- Keep Child Care licensing system updated as per Ministry of Education requirements

Financial Resource Management

- Develop and manage financial operations including implementation of financial controls in collaboration with the Finance Manager;

- Review operation budget on a quarterly basis, make projections and recommendations for line changes as appropriate;
- Ensure fiscal responsibility of service delivery
- Ensure accountability of financial reporting to funding bodies
- Review financial agreements in cooperation with the Finance Manager and Executive Director for funding bodies
- Ensure financial, statistical, and agency records are maintained according to the Ministry of Education (Child Care and Early Years Act), First Nations and Inuit Health and other funding organizations, Tillie Missabie Family Centre Policies and Procedures and the Financial Management Policy for the Temagami First Nation in collaboration with the Finance Manager;

Human Resource Management

- Responsible for the maintenance of current, Criminal Reference Checks, Serious Occurrence Reports, Employee Records; ensure the execution of Human Resource policies and procedures of the Temagami First Nation within the department
- Provide supervision, leadership, support and guidance to all staff, and ensure adequate supervision is in place for student placement and/or parent volunteers;
- Develop with staff, professional development plans; conduct annual performance and/or probationary reviews for all staff;
- Foster a work environment that provides opportunities for staff to learn the ongoing importance and significance of learning our traditional teachings, culture, language and lifestyle;
- Participate in the hiring and orientation of all new personnel;
- Conduct and attend monthly staff meetings;
- Daily Check ins with RECE AHS worker and RECE's;

Delivery of Quality Services

- Child and Family Files, Immunization Records and Behavior Management Reports in collaboration with the RECE Aboriginal Head Start Worker and other RECE's;
- Sustain effective linkages between the programs, parents, families and the community;
- Attend appropriate information and/or training sessions as required;
- Prepare and complete regular and special reports, as necessary;
- Administer any medication as per the TMFC policy in collaboration with the TMFC Cook and/or RECE's or Early Childhood Assistants;
- Treat children with dignity and respect; along with their Family.
- Review maintenance schedules to make sure the Child Care and Early Years Act regulations are being followed;
- Ensure the implementation of all voluntary and mandatory public health programs and services within the TMFC;
- Pursue the acquisition of additional programs and financial resources by preparing and presenting proposals for services (i.e. health and safety, wage enhancement proposals)
- Maintain confidentiality of children and families who use the TMFC services;

- In collaboration with other social & health programs, ensure the six components of AHS are met;
- Advocate for children and families; and
- Other duties as required.

Qualifications:

- Diploma or degree in Early Childhood Education;
- Knowledge of our community culture and lifestyles;
- Knowledge and awareness of anishnabe traditional language and teachings;
- Previous work experience in anishnabe based program development;
- Experience in direct supervision and management of employees;
- Work experience in a child care setting (minimum of 5 years);
- Excellent communication, interpersonal and leadership skills;
- Ability to plan, coordinate, and implement public and community events
- Proven ability to develop a positive rapport with staff, parents and is a team player;
- Sound knowledge of human resource management, budget preparation, financial monitoring and reporting;
- Sound knowledge of policy development, implementation and evaluation
- Provide a current Vulnerable Sector Check/Criminal Reference check; must be renewed every 5 years,
- Valid Class "G" Driver's license;
- Current T.B. test and up to date immunizations, first aid & CPR;
- Willingness to travel and work flexible hours.
- Willingness to participate in ongoing training
- Ability to maintain confidentiality
- Must be Registered with the College of Early Childhood Educators