

SCHEDULE “A” – JOB DESCRIPTION

JOB TITLE:	TILLIE MISSABIE FAMILY CENTRE (TMFC) PROGRAM SUPERVISOR
PRIMARY FUNCTION:	Working under the direct supervision of the Education Leader, the TMFC Program Supervisor is responsible for the operations of the programs and services provided by the Tillie Missabie Family Centre. The TMFC Program Supervisor is also responsible for planning, organizing, administering, and overseeing the operations and activities at the TMFC as well as the staff and volunteers.
REPORTING RELATIONSHIP:	This position reports directly to the Education Leader.

CORE COMPETENCIES:

Accountability

- Maintain records and documentation as follows:
 - o Record daily observations of children’s behaviors/development in the logbook or individual teacher Group book.
 - o Keep records of parent/other visits.
 - o Record/review messages regarding the children/parents from other staff.
 - o Record incidents/accidents according to procedural requirements.
 - o Record any relevant health/medical information.
 - o Keep records of daily attendance for the children.
 - o Review the staff communications book.
- Complete children’s progress report cards for the children in the program which records their development and progress in all curriculum areas.
- Ensure that all licensing and contractual obligations are met in accordance with the Daycare License through the Ministry of Education and the Aboriginal Headstart funding agreement.
- Ensure that the organizational philosophy, general principles, and objectives of the organization are being met in its day to day operations.
- Consistently maintain and update the child care licensing system as per the requirements of the Ministry of Education.
- Provide supervision, leadership, support and guidance to all staff, and ensure adequate supervision for student placement and/or volunteers.
- Foster a work environment that provides opportunities for staff to learn the ongoing importance and significance of learning traditional teachings, culture, language, and a holistic lifestyle.
- Plan and conduct monthly staff meetings.
- Administer children’s medication as per the TMFC policy as required.
- Review maintenance schedules to ensure the Child Care and Early Years Act regulations are consistently followed.

Finance

- Develop and maintain financial operations including the implementation of financial controls in collaboration with the Finance Manager.
- Review program budget on a semiannual basis with the Finance Manager and make recommendations for line changes as required.
- Ensure fiscal responsibility of service delivery.
- Ensure accountability to financial reporting obligations to funding agencies.
- Review financial agreements in collaboration with the Finance Manager and Education Leader.
- Maintain statistical and financial records in accordance with the Ministry of Education, First Nations and Inuit Health, Temagami First Nation's financial management policy and other agencies.
- Pursue the acquisition of additional programming and funding by preparing proposals as required.

Networking & Relationship Building

- Ensure guest speakers and community representatives/Elders are invited to participate in classroom activities and field trips as required.
- Treat children with dignity and respect.
- Respond to parent inquiries and meet with parents concerning their children's progress as required.
- Welcome parents and other visitors to the classroom, introduce them to other teachers and give them an overview of current classroom activities.
- Sustain effective and positive relationships between the programs, parents, families, and the community.

Planning & Organizing

- In collaboration with other classroom teachers, plan a yearly curriculum based on 'How Does Learning Happen?' with input from the children and parents.
- In collaboration with the other teachers and the Family Cultural Worker, plan and implement weekly Lesson Plans/Activities which reflect the curriculum.
- Monitor and assist each child's short- and long-term development through case coordination activities as follows:
 - o Based on periodic reviews of the daily records of children's behaviors, identify strengths/patterns/problems and develop strategies to address them in collaboration with the other teachers and the Family Cultural Worker.
 - o Problem solve and develop any remedial strategies based on a holistic approach to daily life.

Resource Management

- Keep the classroom and equipment clean, safe, and orderly by:
 - o Setting up/taking down classroom for morning and afternoon sessions.

- o Clear toys, books, craft supplies, and artwork between classes.
- o Clear tables/chairs and clean/sanitize them between classes.
- o Inspect toys daily for breakage to ensure they are safe to use.
- Keep the outdoor play area and equipment safe by:
 - o Checking the play area each morning and removing any cigarette butts, needles, broken glass, cat feces or other dangerous materials which pose a hazard to the children.
 - o Clean and disinfect the playground equipment in the event of soiling by a child.
 - o Set-up/clear outdoor toys daily.
- Keep the storage room clean and organized by:
 - o Rotating toys on a weekly basis.
 - o Ensuring the toys, games, supplies, etc., are stored in a way that is orderly, accessible and safe.
 - o Ensuring the children's play areas and toys promote healthy play and learning activities appropriate to age levels.
- Maintain an inventory of supplies for the classroom and ensure supplies are replenished as needed.

Service Provision

- In collaboration with other classroom teachers, ensure the coordination of classroom activities including but not limited to:
 - o Determine time/coverage for teacher breaks in accordance with the daily schedule.
 - o Determine the need for/plan changes in daily activities due to weather or other factors.
 - o Coordinate field trip activities as required.
 - o Ensure parents receive appropriate handouts/announcements.
 - o Ensure the gym or other rooms are booked for special activities as required.
- Design, develop and implement public relations materials (signs, board displays, brochures, newsletters, etc.) and events within the community to promote the integrity, trust and caring that the day care staff provides to community children as requested.
- Ensure the environment of the classroom is welcoming and inviting to children and their families and reflects the role of a Day Care Centre.
- Ensure all health, medical and safety needs of the children are attended to and documented according to the Child Care and Early Years Act. (For example, procedures for children with allergies, application of sun block as required, checking regularly for head lice, etc.).
- In collaboration with other classroom teachers, ensure the children are met at/taken from the LMLC when required.
- Promote an atmosphere of caring, sharing, honesty and respect by:
 - o Hold daily brief check-ins with other teachers.
 - o Model for parents and children: a happy, healthy, balanced, and holistic approach to daily life.

- o Strive to make the classroom less intimidating for parents by using body language and communications that are warm, positive, and friendly.
- o Always speaking to children at their own level.
- o Engage with the children during their snack and lunch times.
- o Encourage parents/visitors to also sit down and engage with the children.

Teamwork

- Collaborate with coworkers in providing an enjoyable, nurturing, and enriching atmosphere for the children in a clean and stimulating environment.
- Collaborate with coworkers and take direction in arranging, appearance, décor and learning environment of the classroom.
- Guide staff and take direction in the joint housekeeping responsibilities of the staff.
- Collaborate with coworkers in establishing an ongoing positive image, environment and atmosphere with children, parents of children, community, and coworkers.
- Ensure children are involved in the care, clean-up, and decoration of the classroom as appropriate to their ages and abilities.
- Supervise parent volunteers and cooperative students as required.
- Provide input to the Director for coop student performance review purposes as required.
- In collaboration with other teachers, prepare monthly calendar and other material as required for the newsletter.
- In collaboration with the teachers, review assessments and intake information for new children entering the program.

Other Duties

- Flexibility – must be able to work varying hours including days, evenings, and weekends with minimal notice, as required.
- Behavior Modeling – role model good behaviors and attitudes for other TMFC staff, the children, and community members.
- Training – able to undergo position specific training is required.
- Travel – may be required to fulfill the needs of funding/annual plans.
- Attend staff meetings and other meetings as required.
- Other duties related to the TMFC Program Supervisor position as required.

QUALIFICATIONS

- **REQUIRED:** Current and valid registration with the College of Early Childhood Educators.
- **REQUIRED:** Minimum of five (5) years of experience in a supervisor/management position, preferably in a childcare setting.
- **REQUIRED:** Ability to attain and maintain a satisfactory Canadian Police Information Centre (CPIC) check including the Vulnerable Sector (VS) check, a Pardoned Sex Offender Database (PSOD) and Children's Aid Society Check.
- **REQUIRED:** Experience working with children in a childcare setting.
- **REQUIRED:** Current and valid First Aid and CPR Level C certification.

- **REQUIRED:** Current immunization records.
- **REQUIRED:** Clear Tuberculosis test results.
- **REQUIRED:** Valid Class 'G' Ontario Driver's License and the ability to be insured.
- Working knowledge and experience of First Nation culture and community life.
- Ability to work in a team-teaching environment.
- Ability to take direction willingly from the TMFC Program Supervisor.
- Excellent communication skills and an ability to relate well to children, parents of children, community members, and coworkers.