

**Teme Augama Anishinabek
Job Description**

Position Daycare Supervisor
Department Daycare
Position Reports To Principal
Employment Status Full Time
Hours 35 hours per week
Employment Type Permanent

Position Summary

The Daycare Supervisor is responsible for the overall leadership, coordination, and daily operations of the daycare program. The position ensures the delivery of high-quality early learning experiences that support the safety, development, and wellbeing of children in a culturally supportive and inclusive environment. Reporting to the Principal, the Daycare Supervisor provides leadership and guidance to Early Childhood Educators, Early Childhood Assistants and other support staff, ensures compliance with childcare legislation and licensing requirements, and builds strong relationships with families and the community. The role supports a structured, nurturing, and developmentally appropriate program that reflects both early learning standards and community values.

Primary Responsibilities

Program Leadership and Daily Operations – 30%

Leads the planning, implementation, and oversight of daily childcare programming and routines, ensuring activities support child development, emotional wellbeing, and positive learning experiences. Ensures programming aligns with early learning frameworks, incorporates cultural connections, and supports inclusive practices for children of varying needs and abilities. Monitors enrolment, attendance, and program documentation, ensuring accurate record keeping and consistent application of program standards. Maintains a safe, structured, and engaging environment that promotes learning through play and supports children's physical, social, emotional, and cognitive development.

Staff Supervision, Scheduling and Team Development – 25%

Provides day-to-day supervision, direction, and support to Early Childhood Educators and Assistants, including scheduling, workload coordination, and ensuring appropriate staff-to-child ratios are maintained in accordance with licensing requirements. Supports staff orientation, training, and ongoing professional development, providing coaching and

feedback to strengthen program delivery and team performance. Promotes a respectful, collaborative, and accountable work environment while addressing performance concerns in a timely and constructive manner.

Licensing, Compliance and Health & Safety – 20%

Ensures full compliance with all applicable childcare legislation, regulations, and licensing requirements, including maintaining documentation, preparing for inspections, and implementing required follow-ups. Applies knowledge of health and safety standards to ensure a safe environment for children and staff, including supervision practices, incident reporting, and risk management. Ensures policies and procedures are consistently followed and updated as required.

Family and Community Relationships – 15%

Builds and maintains positive, respectful relationships with parents and caregivers through open communication, information sharing, and responsiveness to questions or concerns. Supports family engagement by providing updates on children's development and program activities, while promoting trust and collaboration. Works in partnership with the school and community services to support children and families, including those requiring additional supports.

Administration, Reporting and Program Support – 10%

Maintains accurate program records, prepares reports, and supports administrative functions including supply tracking, basic budgeting support, and documentation management. Participates in meetings, planning activities, and organizational initiatives, ensuring program operations align with broader education and community priorities. Performs other related duties consistent with the role.

Qualifications

Education & Experience

Diploma in Early Childhood Education or equivalent is required Registered (or eligible to register) with the College of Early Childhood Educators Minimum two (2) to three (3) years of experience working in licensed childcare or early learning environments Minimum two (2) years of experience supervising staff in a daycare or early learning setting Experience working with children with diverse needs in inclusive environments is considered an asset Experience working within First Nation communities or culturally grounded programming is considered an asset

Certifications, Licences & Requirements

Current First Aid and CPR certification (or willingness to obtain) Satisfactory Criminal Record Check with Vulnerable Sector Search Proof of immunizations as required by childcare regulations

Physical and Sensory Demands

The role requires active and continuous engagement with children, including lifting, bending, standing, and participating in floor-based activities. The position requires attentiveness, patience, and the ability to respond to children's needs in a timely and supportive manner. The role involves maintaining focus in a dynamic and active environment with frequent movement, noise, and interruptions, while ensuring safety and supervision standards are consistently upheld.

Work Environment

Work is performed in daycare rooms, outdoor play areas, and occasional community settings. The environment is active and child-focused, requiring flexibility, responsiveness, and the ability to manage varying activity levels throughout the day. The position requires ongoing interaction with children, staff, families, and community members while maintaining a professional and supportive atmosphere.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Acknowledgement

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____