

ANDREW FLECK CHILDREN'S SERVICES
JOB DESCRIPTION



JOB CLASS: Assistant Program Coordinator -Registered Early Childhood Educator (RECE)

JOB TITLE: Assistant Program Coordinator (RECE)

LOCATION: Licensed Group Child Care Program

REPORTS TO: Program Supervisor

SUMMARY:

Under the guidance of the Program Supervisor, this role coordinates training/ coaching and mentoring, Monitors and supports Centre CCEYA compliance; assists with staff supervision and time and attendance reporting to ensure the provision of nurturing child care in cooperation with parents, colleagues, and community professionals, by offering an inclusive and responsive, high quality, early learning environment that is developmentally appropriate, safe, and meets the needs of the children in their care. Assistant Program Coordinators provide leadership to Educators and follow requirements of all municipal, provincial and federal regulations, including policies and procedures identified in the Child Care and Early Years Act (CCEYA) and the policies and procedures of Andrew Fleck Children's Services.

This position is considered a "Program Coordinator in training" role and represents entry level of leadership.

KEY OBJECTIVES:

- To perform duties in accordance with the mission statement and core values of AFCS and the mandate of the Licensed Group Child Care Program.
- To provide a high quality, inclusive, child care program in a group setting that meets diverse needs and promotes optimum physical, emotional, social, cognitive and intellectual development of the children in care.

RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. Inspires and coaches pedagogy with educator team; facilitates pedagogical conversations; influences team to think deeper; poses reflective questions and identifies professional development training opportunities. Demonstrates in depth knowledge of program statements and implementation opportunities. May support other AFCS early learning and group care programs with pedagogical coaching (amalgamations, summer staffing, etc)
2. Coordinates and implements onboarding and orientation of all new staff within their team. Leads training and development of casual contract staff and Canada Summer Jobs and Green Jobs candidates.

3. Schedules work and assigns responsibilities; approves bi-weekly payroll; facilitates communication among group staff; ensures sharing and distribution of resources, arranges for replacement staff as needed; acts as educator role model and provides leadership to the team.
4. Provides leadership and assists with planning, developing, and implementing an inclusive play-based, developmentally appropriate program for the children that is responsive to cultural diversity and reflects children's interests. Ensures a centre approach that provides all children with opportunities for engagement, exploration and expression.
5. Oversees the general progress of children; ensuring that educator teams implement program plans daily based on the child's interest; prepare appropriate materials and equipment and sets up areas for planned activities; Applies knowledge and implementation of current pedagogy (e.g. How Does Learning Happen and 4 Foundations) to lead and coach teams. Demonstrates knowledge on early learning theories and strategies that support development and positive interactions with children and families. Demonstrates creativity and innovation in the time spent with the children.
6. Guides and supports RECES, ECE Assistants, Supply Educators, cooks, housekeepers and Program Assistants in job activities.
7. Ensures compliance with all CCEYA requirements including but not limited to: general staffing, orientation of new staff, staff qualifications, monitoring of performance and compliance to policies, development and implementation of individual and medical plans for children in care, emergency management, training and development of staff, staffing ratios and group size, and all others as outlined in the CCEYA.
8. Provides vacation support for Program Coordinators
9. Respects confidentiality and builds collaborative, positive relationships with families, partners, colleagues, and students. Supports, mentors, coaches and encourages colleagues and students with building family relationships. Uses a variety of communication methods and applies effective interpersonal skills.
10. Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; Collaborates with families to access information and resources to make informed decisions about their child. Advocates for children and families in partnership with families and colleagues.
11. Demonstrates knowledge of child development and application about methods of observation, documentation, and assessment to support individual and group learning. Supports Educator Team with pedagogical documentation of children's learning experiences to reflect upon and

assess children's growth and the curriculum. Uses documentation and critical reflection to enhance the program and consider new ideas and approaches.

12. Ensures the ongoing administration and coordination of the program's activities; records attendance; adjusts schedule to ensure staff ratios are maintained; arranges replacement as required; participates in agency activities and committee meetings and consults with community professionals; monitors and reports on needed supplies; keeps Program Coordinator advised of pertinent information.
13. Prepares and produces written documents to meet program information and communication needs; updates schedules and timetables regularly; designs documents for group use; implements standards set by CCEYA, ensuring compliance at all times.
14. Works in accordance with Ontario Occupational Health and Safety Standards. Maintains a healthy and safe environment; administers and maintains records of medication and first aid; records and reports accidents and serious occurrences; operates and ensures safety of all equipment including special needs equipment as required; monitors children's health, records and reports on illness and special health conditions; cleans and disinfects toys and activity areas and carries out other program related housekeeping duties; monitors location for health and safety hazards; opens and secures facility.
15. Participates in professional development through education and training, both in-house and external and keeps up to date with developments in the field.

QUALIFICATIONS

- RECE in good standing
- Candidate of Program Coordinator Mentorship Program
- Demonstrates strong pedagogical and child development knowledge
- Strong facilitation skills
- Minimum of 3 years of experience working with children in a group setting
- Proficient with Microsoft Office
- Proven ability to work closely with other team members
- Must be able to work outdoors for at least two (2) hours per day year – including during cold, snow, rain, hot and humid weather
- Sensitivity and respect for individual and cultural differences
- Commitment to social inclusion
- Well-developed skills in areas such as leadership, communication, organization, assessment and team work.
- Adequate energy level and ability to meet the physical demands of the job. Job requires frequent lifting up to 20 lbs. as well as bending, kneeling, crouching.
- Negative Vulnerable Sector Check

- Valid Standard First Aid and CPR level C
- Food Handler Certificate as required
- Able to work shifts between 7 a.m. and 6 p.m.
- An additional language would be an asset.