

## ANDREW FLECK CHILDREN'S SERVICES



### JOB DESCRIPTION

**JOB CLASS:** Program Supervisor

**JOB TITLE:** Program Supervisor

**REPORTS TO:** Director Early Learning and Child Care

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#### REPORTING STAFF POSITIONS:

Accountable for all Group Child Care staff in designated location (s) including an Assistant Program Coordinator, Administrative assistant, cook and housekeeper positions.

**A Supervisor position will be designated at sites exceeding 40 points on the AFCS Child Care Site Capacity scale (points designated based on license capacity, average enrolment, minimum number of staff, kitchen facilities, and building responsibilities).**

#### Purpose of Job/Job Summary

This position plans, directs and oversees the program of a large- scale child care centre and the Forest and Nature program at AFCS. This position is accountable for the high- quality early learning and care of children, parent relations, enrolment, staff hiring, staff development, performance reviews, and overall supervision of the daily operations of the large centre. The Supervisor is accountable to foster a positive work and early learning environment and for the day-to-day operations of the Centre. This position also provides/initiates leadership support to smaller scale child care centres, and newly acquired childcare centres of AFCS and leads the development of Assistant Program Coordinators for succession planning and capacity growth. Accountable for compliance with all CCEYA legislation, provincial and municipal regulations, and AFCS policies.

#### RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO:

1. Supervises and coaches educators, students and support staff; schedules work and assigns responsibilities; chairs program staff meetings; Works with Human Resources staff to recruit, interview, select, hire, discipline and terminate employees; works with Assistant Program Coordinator to coach, mentor and develop staff, including overseeing onboarding process, and providing career development planning and opportunities; facilitates communication among group staff; ensures sharing and distribution of resources, arranges for replacement staff as needed. Ensures the implementation of a philosophy early learning and care at the centre is aligned with AFCS philosophy and vision, current pedagogical approaches and the strategic priorities of the Agency.
2. Coordinates administrative and group leadership special projects with smaller sized AFCS child care centre leaders; Builds efficiencies through centralization of support opportunities with all group sites through large size model supports; Collaboratively initiates, leads, coordinates and supports enrollment strategies and best practices for group child care hiring programs, cook meetings, and other larger scale centre initiatives with AFCS child care Supervisors; contributes to the process and content of Centre budget.

3. Assists with the training and support of Program Coordinators, as assigned by the Program Director; Provides/initiates additional and ongoing leadership support to smaller centers e.g. licensing, budgeting, parent and staff communication support; Organizes, coordinates and leads professional development for the overall Group Care Team; provides overall support and replaces the Program Director Role when required
4. Provides leadership and assists centre staff in planning and implementing the daily program of activities to ensure innovative, high quality, developmentally appropriate and culturally diverse, inclusive programs. Works closely with Assistant Program coordinator to empower employees to take responsibility for job objectives and pedagogical leadership development; Supervises staff directly and through Assistant Program Coordinator and/or Head Teacher. Collaborates with assistant PC to lead, guide and support the early learning education team with strategies and resources to ensure full participation of all children, considering ability, cultural and linguistic diversity and Indigenous identity so that all children have opportunities for engagement, exploration and expression.
5. Develops systems and training programs to ensure compliance with all CCEYA staffing requirements including but not limited to: orientation of new staff, staff qualifications, monitoring of performance and compliance to policies, development and implementation of individual and medical needs 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.
6. Monitors and supports employee performance development of all centre staff; delivers and documents performance reviews in compliance with CCEYA Legislation and AFCS policies. Monitors training and tracks learning of all staff. consults with Program Director and Human Resources regarding staffing actions, compliance issues, discipline, and implementation of development plans. Builds orientation programs to support supply educator and supply cook onboarding and training .
7. Oversees building maintenance, renovations, health and safety of the centre; ensures implementation of standards set by CCEYA; makes recommendations for change; accountable for all records , accident reports, and serious occurrences; ensures centre in in compliance with sanitization regulations and food handling regulations . Works in accordance with Ontario Occupational Health and Safety Standards. Responds to maintenance and repairs of centre. Manages and establishes linkages with partners in the community to strengthen and maximize partnership opportunities for children and families.
8. Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs, parent/guardian meetings, and case conferences as required. Resolves parent concerns and complaints in accordance with AFCS policies. 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.
9. Oversees centre enrolment, family interviews and orientation to the centre, data collection, the preparation of monthly parent billing and meets annual service targets.

Oversees and prepares written documents to meet program information and communication needs; Administration of equipment and supplies budget; monitors centre budget and

maintains petty cash; participates in Program Coordinator meetings; keeps Program Director and Executive Director informed of pertinent information.

10. Manages and establishes linkages with partners in the community to strengthen and maximize partnership opportunities for children and families.
11. Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.
12. Other related duties as may be assigned by the Program Directors.

**QUALIFICATIONS- KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:**

- RECE membership in good standing
- Negative Vulnerable Sector Check
- 5 years previous supervisory experience
- Demonstrates strong pedagogical and child development knowledge
- Strong facilitation skills and strengths-based approach
- Minimum of 5 years of experience working with children in a group setting
- Proficient with Microsoft Office and other AFCS used technologies
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Commitment to social inclusion
- Excellent communication, organizational and team building skills
- Valid driver's license and car to travel as required
- Thorough knowledge of CCEYA
- Forest and Nature certification an asset (essential for F&N posting)