

JOB DESCRIPTION: Supervisor, Before- and After-School in Manor Park

Reports to: Manager, Child Care & Early Learning

Position designation: Permanent, Managerial, Full-time.

Salary Range: \$23-\$25 per hour

Hours: 37.5 hours per week; September to June 10:30am-6pm; July to August 9:30am-5pm

Overview:

The Manor Park Community Council (MPCC) is a not-for-profit organization providing licensed childcare, recreational programming and community events. The MPCC is comprised of a volunteer Board of Directors, paid employees, and volunteers.

Key childcare licenses include daycare in its *Manor Park Child Care Centre* and after-school and summer care in '*Before- and After-School in Manor Park*'.

Before- and After-School in Manor Park provides children from kindergarten to grade 6 with high quality licensed childcare throughout the school year, as well as full-time care during the summer. The program is enrolled in Canada Wide Early Learning & Child Care (CWELCC), the federal and provincial initiative to reduce child care costs paid by families. The program operates under agreement with the Ottawa Carleton District School Board (OCDSB) as part of its Extended Day initiative, and follows the board's school calendar.

Taking place on the site of the Manor Park Public School, the program takes advantage of surrounding greenspace, play structures and outdoor rinks, to provide a stimulating environment for children to develop friendships and skills. Games, sports, arts and other activities and a blend of individual and group activities and environment of belonging, engagement and well-being. Consistent with programming and pedagogy are guided by *How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014)*, children are viewed as competent, capable, curious, and rich in potential.

The Supervisor has on-site operational responsibilities and works closely with the Manager of Child Care & Early Learning. The Supervisor is responsible for, but not limited to program development, managing staff, and associated administrative functions. Success is realized by robust enrolment, staff retention and maintaining an excellent compliance record with the Ministry of Education.

Essential Job Functions:

The responsibilities of this position include, but are not limited to, the following:

Early Childhood Programming

- Identifying curriculum objectives in accordance with the Program Statement
- Guiding curriculum development and pedagogical documentation in accordance with 'How Does Learning Happen?' and 'ELECT' documents;
- Developing staff competencies in HDHL and ELECT and
- Guiding pedagogical documentation

Staffing

- Hiring new staff, as needed, through interviews and reference checks;
- Annually recommending employment agreement renewals;
- Ensuring staff files are up-to-date and contain necessary documents;
- Orientation;
- Scheduling staff shifts
- Bi-weekly, submitting staff hours for payroll;
- Approving and recording leaves and/or overtime;
- Reviewing employee expense reports;
- Mentoring staff (ie. classroom management, programming and supervision of children);

- Communicating staff concerns to Manager, where necessary, and
- Conducting performance reviews.

Administrative Functions

- Preparing attendance sheets;
- Filing attendance sheets;
- Tracking attendance adjustments;
- Notifying staff of changes in attendance, including parenting schedules, absences, or withdrawals.
- Maintaining parent contact list;
- Maintaining staff contact list;
- Maintaining staff communication board;
- Maintaining employee resource binder;
- Preparing anaphylactic and medical forms, including staff sign-offs and postings;
- Ensuring anaphylactic and prescription medications are received, present in groups classroom and labelled;
- Preparing and posting medical posters;
- Maintaining parent communication board with staff photos/bios, and license requirements
- Managing communications and distributing messages;
- Record staff meeting minutes, distribute and file;
- Oversee all Fire Drill requirements such as procedures, scheduled drill and posts;
- Reviewing injury reports ensuring they are filled out correctly before filing and providing parents/guardians with a copy;
- Annually or when required, recommending changes to policies and procedures
- Maintain 'Policies and Procedures', and communicate any changes to families;
- Annually or when required, recommending changes to Parent Handbook
- Maintain 'Parent Handbook', and communicate any changes to families;
- Organize and chair staff meetings;
- Plan and recommend professional development activities, and
- Ensuring meals are ordered through catering company and accuracy of invoices and payments

Fee Subsidy

- Accurately in-putting subsidy into the Ontario Child Care Management System;
- Communicating with subsidy specialist and subsidy support assistant, as required;
- Completing MAAR, when required, and
- Submitting OCCMS centre payment detail summary to Manager, monthly.

Fee Payments

- Managing online banking functions for pre-authorized debit and electronic funds transfers and associated records and notices;
- Maintaining reconciliation records;.
- Processing all fees associated with the programs, (ie late pick-up, withdrawal or changes to scheduled days of attendance);
- Preparation and distribution of childcare receipts, and
- Ensuring timely submission of deposit and expense reports.

Registration

- Maintaining registration data base, including enrollment and withdrawals;
- Maintaining database of photography and email exclusions;
- Preparing registration packages as required, and
- Preparing and maintaining group binders.

Interaction with Parents

- Addressing concerns;
- Liaising with prospective families and providing information about the program,
- Liaising with parents of registered children and providing information about programs, childhood development and addressing general questions.
- Communicating parent concerns to Manager, if needed, and
- Respecting privacy and diversity.

Other

- Following MPCC Policies and Procedures;
- Understanding manuals and documentation associated with employment;

Requirements

- Early Childhood Education Diploma;
- Member in good standing with the College of Early Childhood Educators;
- One (1) year of supervisory experience;
- Three (3) years working in child care;
- Ability to communicate and write effectively in English; French is an asset;
- Understanding of the 'How Does Learning Happen?' documentation;
- Understanding of the 'ELECT' documentation;
- Excellent interpersonal skills;
- Strong leadership skills;
- Organizational skills;
- Problem solving skills;
- Creativity;
- Computer skills including word processing and spreadsheet software;
- Ability to work collaboratively;
- Ability to handle high priority issues directly;
- Standard First Aid and CPR Level C;
- Police Records Check (Level 3 Vulnerable Sector) within 6 months of hire date, and
- Up to date immunizations.

May 4, 2023