



KINEW CHILDCARE CENTRE

P.O. Box 309, Kenora, Ontario P9N 3X4
Phone 807-548-1367 Fax 807-548-1656



POSITION TITLE: CHILDCARE SUPERVISOR

LOCATION: ANISHINAABE WAUSHUZHK ONIGUM

REPORTS TO: PORTFOLIO HOLDER/BAND ADMINISTRATOR

SUMMARY

Anishinaabe of Wauzhushk Onigum is looking to hire a qualified daycare supervisor to manage our day-to-day operations and establish and sustain a positive learning environment for children. Grounded in our teachings and love for our children allows for a deep connection between staff and children, and the ability to create a unique experience catered to children's interests and abilities, through play. You will oversee the coordination of education programs that comply with local, provincial, and federal regulations, and the First Nation's values to ensure that facilities are maintained, managed and support a full complement of daycare staff, and manage the center's finances.

The successful applicant will have demonstrable experience in managing all aspects of a daycare center and strong leadership skills. You should display a friendly demeanor, love children, and strive to create a supportive and encouraging environment for children, staff, parents & guardians, and other departments.

QUALIFICATIONS

- Diploma in Early Childhood Education from an Ontario College of Applied Arts & Technology, or equivalent or approval from the Ministry of Education
- Registered with College of Early Childhood Educators in Ontario.
- Minimum 2 years' experience working in a childcare setting.
- Capable of planning and directing programs.
- Responsible for overseeing quality licensed childcare for children, families, and staff.
- First Aid Certificate, including Infant and Child CPR.
- Up to date immunization records.
- Order supplies and equipment and maintain inventory as required.
- A strong understanding of childcare licensing in Ontario, and complying with regulations under the Childcare and Early Years Act, 2014.
- Clean records checks (i.e.: criminal, vulnerable sector)
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills
- Friendly and approachable demeanor demonstrates the ability to maintain an effective work relationship with families, colleagues, service providers, and regulatory program advisors.
- Excellent oral and written communication skills.
- Exceptional interpersonal skills.
- Proven ability to work closely with other team members.
- Sensitivity and respect for individual and cultural differences.
- Maintain a professional appearance, attitude, and work ethic at all times.
- Knowledge of the Anishinaabe Tradition, values, culture, and language.
- Knowledge of computer skills is an asset.



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MAJOR RESPONSIBILITIES

- Ensure that all actions and activities meet the Childcare and Early Years Act (CCEYA) regulations and Ministry Guidelines Policies and Procedures.
- Assists in the development of childcare programs and keeps up to date on issues relating to program design and delivery.
- Records and reports accidents and serious occurrences.
- Provides supervision, leadership, and guidance to the team.
- Monitors classroom teachers daily to ensure compliance with the Childcare and Early Years Act. This includes ensuring a safe environment is provided for children in terms of their physical, emotional, and cognitive development.
- Communicate effectively with parents and deal with questions or issues that arise.
- Respects confidentiality and relates to parents, children, and other staff members in a professional and ethical manner.
- Responsible for updating policies and procedures required by the Ministry.
- Updates and trains staff on policies and procedures
- Monitors staff to ensure proper forms are being completed and records are complete.
- Guides and assists children in activities, routines, and transition times.
- Input attendance monthly and follow-up to ensure that accounts are up to date.
- Responsible for the review and documentation of staff behavior management, according to the policies and Ministry requirements
- Prepares progress reports and discusses same with parents and staff.
- Prepares and produces written documents to meet program information and communication needs.
- Delegates securing of building and grounds at the end of the day
- Oversees general maintenance and repairs.
- Monitors the budget.
- Updates schedules and timetables regularly.
- Arranges for replacement staff as needed.
- Maintains children's attendance records, and emergency information and assists with the daily logbook; collects medication information from parents and informs staff.
- Verifies staff time sheets.
- Ensures recording of observations and assessments on children's progress and behavior.
- Recommends program and teaching modifications to meet special needs and reviews progress monthly.
- Participates in annual health and safety inspection; refers to health and safety concerns and makes recommendations for change.
- Provides scheduling and orientation for full-time/part-time staff, summer students and volunteers.
- Conducts performance reviews as part of the annual appraisal for each classroom teacher and all other centre employees.
- Interviews potential clients provides tours of daycare facility and registers children.
- Attends and organizes monthly staff meetings.
- Maintains the health and safety of the children including implementing monthly fire drills.
- Advocate for the policies, procedures and philosophy of Anishinaabe Wauzhushk Onigum and support our mission, vision, and values.



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- Maintain a healthy and safe environment that meets the requirements set forth by the Ministry of Education and Anishinaabe Wauzhushk Onigum
- Other duties as assigned by the Band Administrator/Direct Supervisor

HOW TO APPLY

If you would like to work in a family-friendly environment, please apply by email at HR@wonation.ca to the attention of the Band Administrator.

Please ensure that your cover letter and resume specify the job title of the position you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability-related accommodation to participate in the recruitment process, you must advise the Band Administrator.

Successful candidates must submit a current and satisfactory Police Record with a Vulnerable Sector Check for review before starting employment.

Please note that candidates invited for an interview must submit three professional references.

Deadline: Open Until Filled