

## THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department  
Children's Early Years Division  
Wellington Place (Aboyne) Child Care  
and Learning Centre

Requires a

### Full Time Child Care Centre Supervisor

The Child Care Centre Supervisor reports to the Directly Operated Programmes Manager and is responsible for ensuring the day-to-day operations of a Child Care and Learning Centre. Duties include, but are not limited to, maintaining all legislative requirements, policies, procedures and guidelines at all times, adhering to the College of ECE's Standards of Practice and Code of Ethics, direct supervision of staff, providing leadership in child care initiatives, administrative and financial duties, working with families and liaising with community agencies to ensure the highest quality child care services are provided to both children and their families.

#### The minimum qualifications for this position include:

- Two year college diploma in Early Childhood Education or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Minimum four years of experience or equivalent in a supervisory capacity overseeing all aspects of a licensed child care centre.
- Food Handlers Certification programme.
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)
- Knowledge of all federal and provincial legislation governing all areas of Child Care Services.
- Knowledge and experience working with community supports for families and children.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills, including listening.
- Ability to maintain confidentiality.
- Excellent knowledge of computers, software, programmes and databases.

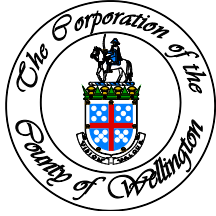
**This position offers a comprehensive benefit package and a salary range of: \$64,246.00 to \$75,129.60 (2019 Non Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #071-19 by Friday, May 24 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Child Care Centre Supervisor (Mount Forest, Palmerston, Wellington Place, Willowdale)	<b>Reports to:</b> Directly Operated Programmes Manager
<b>Department:</b> Social Services Department - Children's Early Years Division	<b>Positions Supervised:</b> 10+
<b>Effective:</b>	<b>Revised:</b> May 2019

### **BASIC FUNCTION:**

The Child Care Centre Supervisor reports to the Directly Operated Programmes Manager and is responsible for ensuring the day-to-day operations of a Child Care and Learning Centre. Duties include, but are not limited to, maintaining all legislative requirements, policies, procedures and guidelines at all times, adhering to the College of ECE's Standards of Practice and Code of Ethics, direct supervision of staff, providing leadership in child care initiatives, administrative and financial duties, working with families and liaising with community agencies to ensure the highest quality child care services are provided to both children and their families.

### **PRINCIPAL RESPONSIBILITIES:**

Under the guidance of the Child Care Supervisor, the Child Care Centre Supervisor has the following duties and responsibilities:

- Ensure legislative requirements of the Child Care and Early Years Act, 2014, Public Health, Employment Standards, and Health and Safety Standards Act and all other relevant legislation.
- Supervise and take immediate action to rectify any issues related to non-compliance of the Child Care and Early Years Act, 2014, and all other relevant legislation, and act upon any issues that jeopardize the safety or well being of children or staff.
- Upholding the College of ECE's Standards of Practice and Code of Ethics and ensuring same from all staff.
- Effectively communicate with parents, team members, community professionals, students and volunteers with respect to programme philosophy, policies and procedures, protocols, roles and responsibilities.
- In consultation with the Child Care Programmes Manager, provide coaching and mentorship to team members in the areas of behaviour guidance, curriculum, programme planning, team actions plans and specific child care initiatives.
- Assist with staff evaluations and the development of on-going and special training functions and ensure opportunities for professional development are offered to staff.
- Lead monthly staff meetings (after hours) for programme planning, evaluation and problem solving.

- Ensure inclusive programmes, including establishing parent communication, information, and events.
- Complete financial duties, bill clients, receive, record, and deposit payments and oversee Child Care Centre budget.
- Complete administrative duties, input data in Ontario Child Care Management System, approve staff expense reports, purchasing, scheduling and enrolment.
- Supervise kitchen, menu planning, food, and equipment purchases.
- Consult with the Child Care Programmes Manager to assist the childcare community in maintaining and improving the Child Care Services Plan.
- Monitor staff supervised student placements.
- Be able to carry out the duties of any staff under their supervision, when no other staff is available to meet minimum staffing ratios.

**PROBLEM SOLVING RESPONSIBILITIES:**

- Handle personnel issues and conflict resolution.
- Assist with the implementation of new legislation and regulations to remain in compliance for all areas of childcare.
- Interpret provincial and federal legislation.
- Ensure full services are provided while staying within the proposed budget.

**CONTACTS:**

Internal: Social Services Staff at all levels

External: Parents of children, Provincial and Federal agencies, community agencies

**MINIMUM QUALIFICATIONS:**

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- Must be a Registered Early Childhood Educator in good standing.
- Minimum four years of experience or equivalent in a supervisory capacity overseeing all aspects of a licensed child care centre.
- Food Handlers Certification programme.
- Knowledge of all federal and provincial legislation governing all areas of Child Care Services.
- Knowledge and experience working with community supports for families and children.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Well-developed written and verbal communication skills, including listening.
- Ability to maintain confidentiality.
- Excellent knowledge of computers, software, programmes and databases.

**CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education
- Valid Standard First Aid Certification including Infant and Child Cardiopulmonary Resuscitation (CPR)

- Up-to-date Immunization Record

**OTHER:**

- Location: Directly Operated Child Care Centre
- Regular Work Hours: 35 hours per week, flexibility of hours is required
- Must be available to cover any shift during operation of the Child Care Centre