



AAMIJWNAANG FIRST NATION EMPLOYMENT OPPORTUNITY

Child Care Centre Supervisor-Contract to Permanent

The Child Care Centre Supervisor assumes responsibility for the day to day operation of the Child Care Centre. The Supervisor is responsible for program planning, mentoring, monitoring, and working effectively with staff. Working with families and children, connecting with the community; Administrative responsibilities related to the day to day operation of the Child Care Centre.

- Assists the Coordinator in the development and monitoring of the Child Care Centre's budget.
- Endorses the ABKM program statement and adheres to the policies, directives, and plans.
- Maintains a safe, healthy, and welcoming environment for children.
- Main contact for parents and caregivers
- Maintains enrollment and child records
- Ensure adequate records are maintained and compiled
- Responsible for program staff schedules
- Consults with parents/caregivers and staff on each child's participation and progress
- Develops and maintains a work plan based on the overall goals of ABKM; other reports as required.
- Maintains provincial standards of the CCEYA and makes policy recommendations as required
- Encourage parental involvement in the child care centre.

Child Care Program Development, Planning and Implementation

- Plan and implement a program that reflects the philosophy of the ABKM.
- Monitoring the child care program to ensure compliance with the CCEYA.
- Provide mentoring, training, assigning, and scheduling for staff, students, and volunteers.
- Responsible for designing, implementing, and supervising community/parent/family activities and available to work evenings as required.
- Monitors activities for assessing, detecting, problems, identifying trends, providing new and innovative initiatives, and makes recommendations to improvement.
- Ensures that Indigenous culture and language concepts are integrated into the curriculum and activities.

Staff Supervision

- Conduct monthly staff meetings and support professional development.
- Provide support and direction to educators regarding child development.
- Provide feedback and input to the Coordinator for annual appraisals for each educator and all other Centre employees
- Assist the Coordinator with hiring process and make recommendations on staffing.
- Ensure that all staff comply with the policies and procedures
- Performs such other related duties as may reasonably be required by the Coordinator.

QUALIFICATIONS:

- A member in good standing of the College of Early Childhood Educators, with at least 2 years' experience providing licensed child care and working knowledge of the Child Care and Early Years Act. Must have supervisory and management experience.

APPLICATION TO INCLUDE:

1. Cover letter and resume listing education and work experience.
2. At least two letters of reference with contact information.

Please forward applications to:

Aamjiwnaang First Nation, Band Manager
978 Tashmoo Ave
Sarnia, ON. N7T 7H5

Deadline for applications is: February 17, 2017 at 4:00 p.m.**Full job description is available at the Band Office reception desk. The successful candidate must provide an acceptable Police Record Check (C.P.I.C.) with vulnerable sector search.**