



**August 30, 2022**

## **Supervisor – Full Time, Permanent**

**Larch Street Kids Mission Statement:** To provide high-quality childcare programs for children ages four months to 12 years, through a caring, fun and supportive environment, where qualified Registered Early Childhood Educators see children as capable and competent, and allow children to grow through self-expression and positive relationships.

Larch Street Kids is a dynamic, non-profit child care center providing quality service for children at five locations throughout the City of Greater Sudbury. We are currently seeking candidates for the position of **Supervisor**.

**Position:** **Supervisor**

**Reports to:** **Executive Director**

### **Key Responsibilities/Duties:**

#### **1. Program Maintenance:**

- Ensures accurate ProCare entries for attendance and timely submission to the Administration Office (AO) for billing information.
- Maintains accurate records and reviews timesheets before preparing for the AO to meet bi-weekly payroll.
- Manages staffing requests for time off, with consideration for cost efficiency and ratios and conducts all scheduling for the program.
- Reviews daily and weekly program plans and, arranges staff meetings on a monthly basis.
- Ensures that all filing systems are in place and that the standards as set in the CCEYA are followed and exceeded as required as per the CCEYA and that they are current.
- Ensures that the licensing information is forwarded to the AO as per Ministry of Education (M.Ed.) requirements.
- Regular and consistent monitoring of the operations to ensure that licensing protocols are being met (i.e. program plans, documentation, sanitary practices, flushing of water, fire drills, etc.) and that records are accurately maintained.
- Ensures that daily medication forms are signed, administered and documented correctly before filing.
- Documents and takes action in cases of suspected abuse, illness or accidents.
- Reviews the menu annually for compliance with the CCEYA in consultation with the Executive Director/Management Team.
- Arranges parent meetings as requested.
- Carries out annual performance reviews with all staff in consultation with the HR Coordinator and Executive Director.



## **2. Acts as a support to the Executive Director:**

- Provides the Registrar with classroom lists and information regarding space availability, requests for transfer, etc.
- Acts as a resource to the Executive Director and HR Coordinator regarding Professional Learning, staff meetings, etc.
- Consults with the Executive Director and the Finance Officer regarding the budget and make recommendations for purchases and renovations, etc.
- Updates the Administration Office on any issues as applicable.
- Provides background information on updates as required by the Board of Directors for policy development.
- Ensures that the Larch Street Kids program meets all legal requirements and that the operational policies established by the Board of Directors are implemented.

## **3. Professionalism and Leadership:**

- Acts as a resource to supervisees in planning program experiences to support the physical, social, emotional, creative and cognitive needs of the individual child.
- Provide guidance and direction to supervisees that are respectful and fair, ensuring the level of supervision is appropriate considering the supervisee's education, training and experience.
- Develop and implement mentoring plans to support the individual needs of supervisees and to meet Ministry requirements of Approval Status.
- Create opportunities for supervisees to assume formal or informal leadership roles.
- Report professional misconduct, incompetence and incapacity of supervisees to the Executive Director as well as to the College if the conduct is that of an RECE.
- Collaborate with families, colleagues, community partners and other members of the profession to access resources and expertise.
- Facilitate community partnerships for the benefit of children and families.
- Creates a safe and healthy workplace environment, promotes a culture of learning and growth mindset.
- Respects critical feedback and incorporates it into practice.
- Abides by the corresponding dress code and personal hygiene policy, and sets a daily attendance example for staff.
- Represents the Agency in local and provincial Communities of Practice.
- Positively leads the RECE team, models willingness to assist co-workers and adapt to change.

## **4. Other Duties:**

- Conducts orientations and prepares schedules for student placements, co-ops, volunteers, and supply staff.
- Appoints a Designate Lead in case of Supervisor's absence (holidays, days off).
- Assists with interviews and serves on the selection committee or meeting in consultation with the Administration/Management Team.



**Larch Street Kids Childcare Centre**  
130 Elm Street, Suite 202, Sudbury, Ontario P3C 1T6

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**Qualifications:**

- Diploma in Early Childhood Education from an accredited community college and a minimum of three years' experience working with children.
- Member in good standing with the College of Early Childhood Educators.
- Excellent working knowledge of the current Ministry of Education documents such as 'How Does Learning Happen?', and The Child Care and Early Years Act.
- Good working knowledge of the CCEYA, Employment Standards, WSIB, etc.
- Excellent interpersonal and communication skills.
- Ability to develop strong working relationships with peers, children and families, as stated in the Philosophy and Program Statement of the Agency.
- Ability to empathize with children and interact with them in an educational, friendly and authoritative yet gentle manner.
- Ability to work cooperatively as part of a team as well as independently.
- Ability to be flexible and to problem-solve objectively.
- Ability to work with community agencies/partners including, CCS, CCR, and CAS, etc.
- Some supervisory experience in a childcare setting is an asset.
- Proficient in Microsoft office.
- Current criminal reference check including vulnerable persons check.
- Valid First Aid/CPR for Infants and Children.
- Anaphylaxis, AODA, WHMIS certificates, doctor's note stating free from communicable diseases, and updated immunization records are required.

**Interested candidates are requested to send their updated Cover letter and Resume to: [hr.lsk@eastlink.ca](mailto:hr.lsk@eastlink.ca) by 4:00 pm, Tuesday, September 6, 2022.**

Date: August 30, 2022
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