

Daycare Supervisor

Just 4 Moms & Kids
85 Simcoe St.
Scotland, ON
N0E 1R0

Duties Include but not limited to:

- Ensuring the implementation of all policies and procedures
- Support Early Childhood Educators in the development and implementation of age-appropriate activities and lesson plans
- Supervision and management of staff, students and volunteers
- Implementation of Centre's program statement and goals in accordance with the regulations of the Ministry of Education Child Care Licensing Manual and all other interested authorities.
- Ensure compliance with all aspects of Ministry licensing
- Communicate with parents regarding their child's progress and any concerns
- Maintain regular communication and positive reporting relationships with outside agencies
- Maintain enrollment and arrange staff work schedules
- Provide regular communication and support to families and staff
- Attend staff and Board meetings
- Maintain childcare waitlist

Qualifications:

- Post-secondary diploma in Early Childhood Education
- Minimum 2 years experience working in a child care Centre
- Be a member in good standing with the College of ECE
- Knowledge of Licensing Regulations
- Knowledge of early childhood education principles and practices, HDLH?
- Certified in Standard First Aid & CPR level - C
- Valid criminal reference check and VSC
- Excellent communication and interpersonal skills
- Patience, compassion, and a genuine love for working with children

Note: Additional qualifications may be required based on specific job requirements.

At our daycare, we are committed to providing a nurturing environment where children can learn, grow, and thrive. We are currently seeking a dedicated individual to join our team as daycare Supervisor. As daycare Supervisor, you will have the opportunity to make a positive impact on the lives of young children as well as being a mentor/support to early childhood educators and assistants.

If you are passionate about working in a daycare Centre, we would love to hear from you. Apply today to join our team of caring professionals!

Resume & Cover Letter can be sent
In person between the hours of 9:00am – 4:00pm
Email – j4mk@rogers.com

**** To the attention of Emily McGrattan, RECE – Administrator ****

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

