

RECE/Supervisor Position Overview:

Oakland Childcare Centre is seeking a qualified and experienced ECE Supervisor to join our team. This is a split role, with approximately 50% of the day spent in the Toddler Program, working directly with children, and 50% dedicated to supervisory and administrative responsibilities.

This is a temporary Supervisor position covering a maternity leave. The Supervisor role will conclude at the end of the leave; however, the successful candidate may be offered a full-time, permanent in-class RECE position if available and mutually agreed upon.

The ECE Supervisor plays a key leadership role within the centre and is responsible for planning and directing the program, being in charge of children, overseeing staff, and supporting compliance with the childcare licence.

This position is ideal for an educator who enjoys maintaining a strong connection to children and programming while also providing leadership and operational support.

Key in Class Responsibilities:

- Work directly in the Toddler Program for approximately half of each day
- Be in charge of children during assigned program hours, ensuring health, safety, and well-being
- Plan, implement, and support a high-quality early learning program aligned with:
 - The centre's Program Statement
 - How Does Learning Happen?
 - Model best practices in:
 - Responsive caregiving
 - Inclusive, play-based programming
 - Positive child guidance
 - Support observations, documentation, and reflective practice
 - Maintain Ministry-required ratios and supervision at all times

Key Supervisory & Administrative Responsibilities

The Supervisor will:

- Plan and direct the program of the child care centre

- Oversee staff, providing day-to-day supervision, guidance, and support
- Assist with staff scheduling, ratios, and coverage
- Support onboarding, mentoring, and performance feedback
- Ensure compliance with:
 - Child Care and Early Years Act (CCEYA)
 - O. Reg. 137/15
 - Ministry of Education and Public Health requirements
- Be responsible to the licence, supporting documentation, compliance, and inspection readiness
- Assist with Ministry inspections and follow-up requirements
- Communicate professionally with families as required
- Collaborate closely with the Owner/Operator on centre operations and leadership

Qualifications:

- Early Childhood Education Diploma (or equivalent) recognized by the Ministry of Education in Ontario.
- Registered Early Childhood Educator (RECE) with the College of Early Childhood Educators (CECE).
- Experience working with children in a licensed childcare setting.
- Knowledge of Ontario's Child Care and Early Years Act (CCEYA) and How Does Learning Happen? pedagogy.
- Strong communication skills and the ability to build positive relationships with children, families, and staff.
- Ability to work independently and as part of a team.
- First Aid and CPR certification (or willingness to obtain).
- Clear criminal background check (Vulnerable Sector Screening) required.
- Health assessment and up to date immunizations as per the health unit.

In accordance with the Child Care and Early Years Act and O. Reg. 137/15, the successful candidate must meet one of the following Ministry requirements for a Supervisor:

- Be a Registered Early Childhood Educator (RECE) in good standing with the College of Early Childhood Educators, with a minimum of two (2) years of experience providing licensed child care, and be approved by a Ministry Director;

OR

- Be deemed, in the opinion of a Ministry Director, to be capable of planning and directing the program of a child care centre, being in charge of children, and overseeing staff.

What We Offer

- A leadership role that remains hands-on in the classroom
- Supportive, collaborative work environment
- Opportunities for professional growth and development
- Competitive compensation based on experience
- Paid professional learning opportunities

Job Type: Full-time

Pay: \$20.00-\$24.00 per hour

Expected hours: 40 per week

Education:

- DCS / DEC (required)

Experience:

- Early Childhood Education: 2 years (required)

Licence/Certification:

- First Aid Certification (required)

Work Location: In person