



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Nshiime Child Care Centre Supervisor



Program:	Chippewas of Nawash Unceded First Nation and Board of Education
Reports To:	Education Administrator
Term of Employment:	Regular (Permanent), Full-time
Wage:	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education (\$30.53 - \$37.95 per hour)
Hours of Work:	37.5 hours per week

JOB PURPOSE

The Nshiime Child Care Centre Supervisor (NCC-Supervisor) will oversee and manage the administration/operation of the Nshiime Child Care Centre and adhere to the Child Care and Early Years Act (CCEYA) and Chippewas of Nawash Unceded First Nation and Board of Education policies and procedures. The NCC-Supervisor shall direct and support up to seventy-five (75) children. The NCC-Supervisor shall possess well-developed interpersonal, communication, motivational and leadership abilities to direct and support children and staff in providing a complete program of studies in accordance with current practices in contemporary child care for a cross-cultural, community-based child care centre. The NCC-Supervisor shall have an understanding of Anishinaabe heritage and promote Anishinaabemowin, culture, tradition and history as part of curriculum. Priority will be to provide a nurturing, intellectual, social, culturally based child care program that supports all infants, toddlers, preschool and school aged children, 0-12 years of age.

KEY DUTIES AND ACCOUNTABILITIES

- Build a shared vision, foster acceptance of Board goals and set and communicate high performance expectations.
- Strive to foster genuine trusting relationships with children, families, staff, Board and community, guided by a sense of mutual respect.
- Affirm and empower others to work in the best interests of all children.
- Set high expectations for learning outcomes and monitor and evaluate the effectiveness of instruction.
- Ensure all family accounts, children's files and attendance are maintained in accordance with Board and Ministry guidelines.
- Knowledge of Anishinaabe heritage and willing to promote Anishinaabemowin. Able to reinforce and promote such language in each classroom, the child care centre and community at large.
- Excellent administrative, organizational and interpersonal skills; commitment to high quality programming for children; and supportive work environment for all staff.
- Excellent financial management skills, including budget development and assessment of revenue and expenditure statements
- Collect information for inclusion in a file for each child enrolled in the child care centre and to establish, maintain, retain, transfer and dispose of the record.
- Demonstrate a working knowledge about the "Ontario Child Care and Child and Family Program Business Practice, Service and Funding Guidelines."
- Able and willing to adhere to the Ministry of Education Child Care Licensing Manual.

- Be willing, able and prepared to provide childcare/early learning programming for children in accordance with program timetables.
- To assist, as required, with child care centre programs and other extra-curricular activities to support the staff, children and their families or as designated by the Board.
- Prepare a program timetable, centre calendar(s), and yearly/multi-year work plan (s) and conduct the child care centre according to this information and make the material accessible to the families, staff, and the Board.
- Furnish to the Board, any information respecting the condition of the child care centre premises, the programming in the centre, and any other matter affecting the interests of the centre and prepare reports for the Board monthly, or as required.
- Give assiduous attention to the health and comfort of the children and staff, to the cleanliness, temperatures and ventilation of the centre, to the care of all resource materials and other centre property and to the condition and appearance of the child care centre building and grounds. This provision includes emergency centre closures as permitted by policy.
- Provide the Medical Officer/Health Centre, upon request, with all required information.
- Maintain a visitor's book in the centre for administrative, emergency and safety procedures.
- Supervise all teaching, support and other staff within the centre.
- Prepare program reports, recommendations or requests to the Board, on a monthly basis.
- The NCC-Supervisor shall promote cultural awareness and cross-cultural training, as designated and deemed appropriate by the Board, and shall be mandatory as part of ongoing training and professional development.
- The NCC-Supervisor shall further acknowledge the importance of all centre staff participating in community and cultural events.
- To demonstrate an interest in increasing personal awareness of Anishinaabe culture, philosophies and understanding of Anishinaabe learning styles.
- Coordinate and participate in staff meetings, educational conferences and staff training workshops.
- Shall continue to hold qualifications in accordance with the appropriate Acts and Regulations administered by any relative provincial/federal government authority and/or the Chippewas of Nawash Unceded First Nation Board of Education.
- To be diligent and faithful in performing duties as the Board may assign and deem fit.
- Oversee management of facilities. Responsible for building maintenance and coordinate with appropriate people when issues arise.
- Responsible for assessing the grounds and upkeep of the centre.
- To observe, maintain and adhere to all Chippewas of Nawash Unceded First Nation and Board of Education Policies and Procedures, as amended from time to time.
- Performance on this job will be evaluated as required according to terms of the Chippewas of Nawash Unceded First Nation Personnel Policy.

REQUIREMENTS

Education and Experience:

- Must be a registered member of the College of Early Childhood Educators in Ontario, in good standing.

- Five (5) years of child care centre management/supervisory experience, with a minimum of two (2) years of successful child care centre leadership or teaching experience within a licensed First Nation child care or child care program.

Knowledge, Skills & Abilities:

- Current knowledge of the CCEYA and licensing regulations; current and emerging Ministry directions and curriculum; and program quality and needs development and practices for child care delivery in First Nation communities.
- Knowledge of services for children and families such as child care, early child development and special needs.
- Effective working knowledge and understanding of Anishinaabe heritage to promote Anishnaabemowin, culture, tradition and history as part of the curriculum.
- Effective human resource management knowledge and strong communication skills.
- Provide leadership in the full operation of the child care centre – programming, family outreach, staffing and human resources and building management.
- Ability to be creative and innovative in program design and implementation strategies, utilizing Ministry pedagogy and infusing locally developed curriculum and programming.
- Working knowledge of safety regulations to ensure the centre is up to date and able to pass inspections.
- Ability to build and lead a strong cohesive team of early childhood educators.
- Ability to maintain a professional code of ethics.
- Ensures that all policies and procedures are followed and adhered to, at all times.
- Ability to observe and maintain confidentiality.

Designations, Licences & Requirements:

- Negative Criminal Records check with Vulnerable Sector Screening; valid Standard First Aid, including infant and child CPR.

PROBLEM SOLVING & COMMUNICATION

- Oversee the day-to-day operations of the child care centre and supervise up to twenty-five 25 staff.
- Facilitate and develop co-operation and co-ordination of effort among the staff, families and community leadership.
- Ability to work with staff, children and families in complex situations.
- Ability to work independently and to take initiative to respond effectively to new or changing circumstances and requirements.

DECISION MAKING & IMPACT

- Manage the child care centre effectively and in accordance with Chippewas of Nawash Unceded First Nation Board of Education and Ministry of Education policy foundations, goals and expectations so that everyone can focus on guiding and learning.
- Delegate duties to designate as deemed appropriate and when required.
- Refuse to admit to the centre or classroom, subject to appeal to the Board, any person whose presence in the centre or classroom would be detrimental to the physical, health and well-being of the children or the staff.
- Report promptly to the Board and the Medical Officer/Health Centre when reason to suspect the existence of any communicable disease in the child care centre and of the unsanitary condition of any part of the child care centre building or grounds.

WORKING CONDITIONS

1. Physical Demands - Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. Environment - Mainly an office environment and indoor locations with some exposure to outside. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort –Continuous periods of quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
4. Position Type/Expected Hours of Work - Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date