



Centre Supervisor Chelsea Green Children's Centre London, ON

Chelsea Green Children's Centre is currently hiring for the position of Centre Supervisor for our inclusive and diverse childcare program. If you are passionate about quality childcare, have progressive ideas and are looking for a unique and rewarding experience with an excellent work/life balance this may be the position for you!

Responsibilities:

- Recruit, supervise, mentor, and motivate staff
- Provide daily in classroom support to staff in developing quality emergent curriculum and implementation of *How Does Learning Happen* and the Ontario Early Learning Framework pedagogy.
- Ensure staff compliance with policies and procedures and Program Statement implementation
- Maintain Ministry of Education Licensing Inspection requirements daily
- Establish a positive, culturally sensitive rapport with parents, children and community partners
- Demonstrate strong problem-solving skills including effectively handling emergencies and difficult behaviour
- To be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Demonstrate professional judgment daily within the guidelines set out by any Governing Acts, regulations, by-laws, Centre policies and Executive Director
- Facilitate monthly staff and team meetings
- Create weekly staff schedule, maintain staff files and assist Registrar to complete children's enrollment files
- Cooperatively work with staff to ensure that the Program Statement is implemented and a welcoming and enriched environment is available daily for children, their families and co-workers
- Confidentiality is always maintained

Qualifications:

- Must be a Registered Early Childhood Educator (Diploma or Degree)
- Must be in good standing with the College of ECE
- Minimum 2 years supervisory experience in a centre based environment, in addition to at least 5 years as an RECE in a classroom.
- Working knowledge of the Child Care and Early Years Act, 2014 and *How Does Learning Happen* implementation
- Ability to work independently, be organized and manage time and workload
- Ability to handle multiple demands and effectively prioritize
- Experience with children/families requiring extra support needs and special needs
- Excellent problem solving and conflict resolution skills
- Strong team working skills
- Effective oral and written communication and interpersonal skills
- Current Standard First Aid and CPR (AED) Level C certificate
- Immunization must be up to date including 2-step TB test

Successful candidates will be required to provide a current and satisfactory Vulnerable Sector Search and up to date Immunizations.

**Please send cover letter and resume c/o Tamara Blaney Executive Director to: tamara@chelseagreen.ca
We appreciate all applications however only those selected for an interview will be contacted.**

Start Date: To Be decided with successful candidate, As soon as possible

Hours: Full-time Monday-Friday 8:00-4:30 (paid 7 1/2hrs with 1-hour lunch)

Benefits and Competitive remuneration based on experience.

Apply by: March 27, 2020