



"We Care for What Really Matters!"



Invites Expressions of Interest for the Position of **Site Supervisor**

- **Thessalon Early Learning and Care Program, Thessalon, Ontario**
 - **Full-Time Permanent Position**
 - **Salary: Starting at \$31.50 per hour**
 - **Paid Time Off**
- **Group Benefit Package and Registered Retirement Savings Plan**

Child Care Algoma is a non-profit agency dedicated to being a leader in providing quality programs which support healthy early childhood development. It is our vision to play a critical role in strengthening relationships with children and families that sets the foundation for healthy growth and development.

Child Care Algoma invites applications for the position of Site Supervisor. Through environments that foster active learning, autonomy and sense of responsibility, security and belonging, the Site Supervisor will be responsible for assisting the Program Coordinator in developing, delivering and managing licensed Child Care Program(s) to ensure a safe, developmentally appropriate environments for children.

We are currently hiring one full-time permanent Site Supervisor position at our Thessalon Early Learning and Care Program in Thessalon, Ontario. The position comes with a starting rate of \$31.50 per hour, guaranteed 35 hours per week Monday-Friday with hours between 7:30am and 5:30pm.

Core Responsibilities:

- Assist with the development and supervision of licensed childcare programs in accordance with provincial legislation (Child Care and Early Years Act).
 - Maintain licensing procedures and all conditions of licenses.
 - Assist in the implementation of program related policies and procedures and maintenance of current program operating manuals.
 - Ensure emergency procedures are carried out as required.
 - Ensure children are provided with nutritious food that promotes good nutrition, dental health and awareness of special diets and allergies.
 - Ensure program equipment and the facility are clean, well maintained and safe at all times.
 - Ensure indoor and outdoor schedule of activities are prepared and posted.
 - Schedule Educators, including casual part time employees in accordance with the Child Care Early Years Act.
 - In conjunction with the Program Coordinator participate in regular staff meetings and evaluate staff performance.
 - Develop and maintain effective working relations with staff.
 - Keep parents informed of program expectations, program activities and their child's progress.
 - Provide assistance to parents and children who may need help and make referrals to appropriate agencies.
 - Develop and maintain current, accurate and confidential files
 - As directed by the Program Coordinator, ensure purchasing, payroll and accounting procedures are performed in accordance with Child Care Algoma's policies and procedures.
 - Prepare and maintain required program inventories when requested.
 - Make purchases as directed by the Program Coordinator.
 - Coordinate minor maintenance and repairs as directed by the Program Coordinator.
 - Ensure child attendance records are completed and submitted as required.
 - Ensure child emergency records are accurate, up to date and accessible to staff.
 - Maintain enrolment.
 - Conduct parent/staff /student orientations.
 - Ensure children are supervised at all times and child/staff ratios are maintained as per the Child Care and Early Years Act.
 - Support and follow through with the Mission, Vision Statements and Values of Child Care Algoma.
 - Support and follow through with the Code of Ethics and Standards of Practice of the College of Early Childhood Educators / Association of Early Childhood Education.
 - Maintain a professional approach when interacting with the parents, staff, visitors and School personnel where applicable.
 - Responsible for student placements – coordination, preparation and ongoing supervision and evaluation.
- G
- Provide resources to staff, parents, students and community as needed and/or directed by Program Coordinator.
 - Provide reports and information to Program Coordinator as requested.
 - Ensure Policies and Procedures of the Agency are adhered to.
 - Prepare and submit Health and Safety and Program Equipment/Supply requests as requested.
 - Attend workshops, training sessions and conferences as requested.
 - Assist in "public relation" events sponsored by Child Care Algoma.

The Ideal Candidate will have:

- Diploma in Early Childhood Education and registered with the Ontario College of Early Childhood Educators
- Experience within a child care or school setting
- Excellent knowledge of current Child Development Theories and Practices, Early Identification and Intervention and of all Relevant Legislation, Policies and Procedures
- General knowledge of financial management
- General awareness of human resources management
- Knowledge of all programs and services offered by Child Care Algoma
- Proficiency in speaking English
- Knowledge in Observation and Documentation curriculum planning.
- Effective Analytical and Problem Solving Skills.
- Effective Written, Planning, Organizational and Time Management Skills.
- Understanding of the cultural environment and inclusion.
- Team building and leadership skills, and the ability to motivate others.
- Stress management skills
- Computer literacy skills
- Respectful, compassionate, understanding, patient, and honest.
- Consistency and fairness
- Current Standard First Aid Certificate and Infant/Child CPR.
- Current Vulnerable Sector Police Check.
- Health Assessment and Current Immunization.
- Possession of a vehicle, valid Ontario Driver's License and required insurance an asset.

***Applicants are asked to submit an expression of interest letter
and an updated resume to:***

CHILD CARE ALGOMA HUMAN RESOURCE DEPARTMENT

148 Dacey Road, Sault Ste. Marie, ON P6A 5J7

Email: hwilli@childcarealgoma.ca

Expressions of interest/resumes will be accepted until 11:59pm Thursday, July 25th, 2024.

Child Care Algoma is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. Should an applicant selected for an interview require any accommodations during the selection process please notify Human Resources at hwilli@childcarealgoma.ca.