

Charlotte Birchard Centres of Early Learning



March 2019

Job Title: Onsite Program Supervisor
Reports To: Executive Director
Location: Westboro Children's Centre, 407 Hilson Ave, Ottawa
Greenboro Children's Centre, 1400 Cahill Drive, Ottawa

Full time permanent, with comprehensive benefit package. Monday - Friday, 35 hours a week.

ABOUT The Charlotte Birchard Centres of Early Learning

The Charlotte Birchard Centres of Early Learning (CBCEL) is an incorporate non-profit, charitable organization. The Children's Centre established in 1979 in Ottawa West, and the Greenboro Day Care Centre established in 1989 in Ottawa South, are managed by a Voluntary Community Board of Directors consisting of parents, community members and management staff. Both Early Learning & Care Centres are licensed by the Ministry of Education Child Care Quality Assurance and Licensing under the Child Care & Early Years Act, 2014.

POSITION OVERVIEW:

Supervise and coordinate the provision of nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment through supervision of program educators, support staff, students and volunteers and in co-operation with parents and other groups within the program. It consists of rotational shifts based on a 7-hour workday.

KEY OBJECTIVES:

To perform duties in accordance with the mission statement and core values of CBCEL and the CCEYA and other legislative requirements.

To provide high quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in the program .

To assume a supervisory and leadership role to the programs for which the supervisor is responsible but not be limited to the following:

- Strong knowledge of the Child Care and Early Years Act, 2014 and licensing process
- The day to day operations of the high quality early learning and care programs as outlined in the Child Care and Early Years Act, 2014, Ministry of Education Quality and Assurance Licensing and through the policies and philosophies set by the Board of Directors.
- Knowledge of the City of Ottawa Centralized Registration and Waitlist and floating spaces process
- Exhibit professional attitudes and behaviours as a role model to staff and Early Childhood Educators
- Assume responsibility for the delivery of physically safe and nurturing environments that demonstrates sensitivity to the individual needs of children and meets their developmental needs in all domains
- Promote the Ministry vision on "How Does Learning Happen", the "Early Learning for Every Child Today" Framework, the College of ECE's Code of Ethics and Standards of Practice and know the Scope of Practice for ECEs

QUALIFICATION

- RECE - membership in good standing with the College of Early Childhood Educators
- Minimum of four (4) years of job experience in Early Childhood Education, two (2) years of which have been in a supervisory position with knowledge of the role of a program supervisor
- Proficiency in computer skills
- Valid driver's license
- Current Standard First Aid and CPR certification.
- Updated Health Assessment and Immunization
- Clear Police Reference Check for Vulnerable Sector (within 6 mths of employment)

- Leadership qualities, positive attitude and strong interpersonal skills
- Strong desire for continued growth and learning
- Proven ability to work effectively and professionally in a multi-faceted and multicultural environment
- Possess strong communication skills both verbal and written
- French language would be an asset

How to Apply

Please send resumes and cover letters to Cathy Romano-Franzese, Executive Director Email: westborochidrenscentre@cbcel.ca
Only qualified individuals being considered for the position will be contacted for an interview.