



## Job Posting: Program Supervisor Next to Mom Inc.

**Job Summary:** The Program Supervisor shall work alongside the Assistant Director and Staff Team to ensure organizational policies are being adhered to, to support pedagogy and practice and to offer guidance in designing indoor and outdoor environments. He or She will have a very hands-on approach supporting staff on the floor with their daily practice, helping them gain new strategies for behaviour management and curriculum planning but will also have a large role with ensuring accountability with legislative requirements, reporting and policy development. The Program Supervisor will be dedicated, flexible and responsive. He or She will have strong communication skills, will be detail oriented and will be a forward thinker. This position is under the supervision of the Assistant Director and may receive direction from time to time from the Executive Director.

### Duties

- Has a strong understanding of and will ensure staff are working in accordance with organizational policies, Program Statement and all legislative requirements in the *Child Care and Early Years Act, 2016, Duty to Report* and *Code of Ethics and Standards of Practice*
- Mentor staff in facilitating environments and opportunities for children that align with Next to Mom's Program Statement and *How Does Learning Happen?*
- Be a positive role model in using effective communication and reflective practice skills to develop respectful and caring relationships with children and families while empowering staff to be the best they can be and by encouraging relationships based on respect and honesty
- Support a healthy, safe, and friendly work environment by ensuring health and safety protocols are adhered to while contributing to the accurate and up-to-date record keeping and reports as required
- Promote and plan ongoing professional development opportunities to support staff's ongoing learning, job satisfaction, and staff retention alongside the Assistant Director and participate in ongoing staff performance management and goal setting meetings alongside the Assistant Director

### Required Qualifications and Skills

The Program Supervisor will hold a diploma in Early Childhood Education and will have several years experience working within a licensed child care program. The Centre Supervisor will demonstrate leadership abilities, effective communication skills, dedication, flexibility, and an understanding of relevant child care legislation. The Program Supervisor is required to be in good standing with the College of Early Childhood Educators and will provide documentation of registration as well as a clear Vulnerable Sector Check. He or She will have a valid driver's license and a reliable means of transportation.

Interested applicants are invited to submit a résumé and cover letter by **October 2<sup>nd</sup>, 2022**

Attention: Laura Morris, Executive Director at [l.morris@nexttomom.ca](mailto:l.morris@nexttomom.ca)

Salary: To Be Based on Experience

Hours: **40**

Start Date: **As soon as possible depending upon current employment**

*Next to Mom Inc. welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Thank you for your interest. Only those applicants being considered for an interview will be contacted.*