

Child Development Supervisors (Level 3's)

TITLE: CHILD DEVELOPMENT SUPERVISOR (LEVEL 3)

POSITIONS AVAILABLE for: F/T, P/T employment.

QUALIFICATIONS:

1. Government of Alberta Childhood Development Supervisor Certification (visit <http://www.child.alberta.ca/home/1158.cfm> for more information);
2. CPR & Childcare First Aid
3. Criminal Record Check with Vulnerable Sector Check (not dated more than 6 months).
4. Child Intervention Check
5. Level 3 Alberta Childcare Certification
6. Flight Curriculum Certification

SKILLS REQUIRED:

1. Program planning and implementation
2. Excellent oral and written skills
3. Demonstrated leadership ability
4. Sound knowledge of child development
5. Ability to work in a confidential environment
6. Excellent team player
7. Ability to relate well to children, parents, colleagues and community
8. Compassion and humor
9. Demonstrated ability to supervise children

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PRIMARY PURPOSE OF THE POSITION:

The individual in this position will plan and implement childcare programs according to the philosophy of the childcare centre, standards of Alberta Provincial regulations, accreditation standards and other policies, acts or regulations that may be applicable. In addition to planning and implementing teacher and child-centered activities, the individual will fulfill regular childcare, teaching and housekeeping duties. The individual will be one of the primary contacts for parents of children enrolled in PANDA CUB HOUSE CHILDCARE CENTRE.

REPORTS TO: Panda Cub House Owner and Director

PERFORMANCE RESPONSIBILITIES:

Program:

1. Ensure safety and welfare of each child.
2. Plan and implement a suitable program to ensure high quality care and to meet the needs of all children, utilizing clear and concise routines, rules and limits.
3. Create, plan and prepare interesting and imaginative teacher-centered and child-centered activities for the needs of each individual child as well as for the needs of the group.
4. Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift requirements.

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5. Ensure the safety and maintenance of the equipment and toys at all times.
6. Maintain close communication with the staff on the development and progress of each child.
7. Create and maintain a developmentally-appropriate learning environment for children birth to 6 years.
8. Ensure appropriate facility cleanliness at all times.
9. Plan for and assist casual staff.
10. Responsible for opening and closing of the centre.
11. Act as an ambassador for PANDA CUB HOUSE at all times.
12. Employees at every level, including management, are responsible and accountable for the Panda Cub House's overall safety initiatives. Complete and active participation by everyone, everyday, in every job is necessary for the safety excellence PANDA CUB HOUSE expects.

Staff:

1. Communicate and interact positively and appropriately as a team member with colleagues.
2. Constantly update professional development through books, materials, and resources available.
3. Assist with the orientation of new staff and help casual staff.
4. Promote and maintain harmonious relationships between childcare personnel.
5. Encourage participation of childcare staff in the solving of problems.

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Administrative:

1. Attend and participate in all staff meetings, recommended training programs and conferences and meetings.
2. Inspect facilities and equipment on a regular basis so as to ensure standards are met.
3. To be knowledgeable of and carry out duties and responsibilities in accordance with the Health & Safety Manual approved by PANDA CUB HOUSE along with Occupational Health & Safety regulations.

Parents & Community:

1. Initiate, establish and maintain a continuing positive and supportive relationship with parents.
2. Be available to explain the operation and functions of childcare to parents, students and the community.
3. Maintain confidentiality on all issues regarding the PANDA CUB HOUSE CHILDCARE CENTRE.

Other:

1. Promote good public relations at all times.
2. Perform other related duties as assigned by the Childcare Services Manager/Assistant Manager, and PANDA CUB HOUSE CHILDCARE CENTRE.

PERFORMANCE: This position will be evaluated three months after initial employment, and evaluated annually thereafter, by the PANDA CUB HOUSE DIRECTOR, WHO WILL REPORT IT TO THE OWNER.

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EVALUATION: PANDA CUB HOUSE CHILDCARE CENTRE in accordance with policy or as needs dictate.

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