



Ska:na Family Learning Centre

Main Site:
1684 Ellrose Avenue,
Windsor, ON N8Y 3X7
Ph: (519) 948-8115
Fx: (519) 948-1493

Maxwell Campus:
1648 Francois Street,
Windsor, ON N8Y 3X6
Ph: (519) 903-2068
Fx: (519) 948-1493

Hanna Campus:
369 Maria Street,
Sarnia, ON N7T 4T7
Ph: (519) 344-7631
Fx: (519) 339-0932

Little Friends Site:
295 Essex Street,
Sarnia, ON N7T 4S3
Ph: (519) 339-0945
Fx: (519) 339-0932



EMPLOYMENT OPPORTUNITY

JOB TITLE: Supervising Educator – Full-Time

LOCATION: Ska:na Family Learning Centre, David Maxwell Site

IMMEDIATE SUPERVISOR: Child, Youth & Family Administrator

PROGRAM GOALS

- i) Under the direction of the Child, Youth and Family Administrator (CYFA), the Supervising Educator will support and assist in all Program and Service areas of the Ska:na Family Learning Centre (SFLC).
- ii) The SE will ensure the development and provision of a high quality, holistic, culturally relevant, and individualized child care educational program.
- iii) The SE assumes responsibility for ensuring that the child care educational program is linguistically and developmentally appropriate, recognizing individual child differences pertaining to ability, culture, age and learning styles.

KEY RESPONSIBILITIES

1. Keeps the Supervisor informed at all times through verbal and written communication of the activities and new developments within their area of responsibility;
2. Is familiar with and endorses the goals, objectives and priorities of the Ska:na Family Learning Centre and adheres to the policies and directives established by the Board of Directors;
3. Develop, maintain, and deliver a high quality child care program that will meet the needs of clients with respect to the **Child Care Early Years Act** as well as the policies and procedures of the SFLC;
4. Monitors all activities within his/her area of responsibility and ensures that the activities are in line with the program objectives, priorities, directives and plans;
5. Monitors all activities within his/her area of responsibility for the purposes of assessing, detecting problems, identifying trends, providing new and innovative initiatives and reports these to the Supervisor & CYFA and makes recommendations for improvement;
6. Monitors his/her areas of responsibility to ensure that cost effectiveness and efficiency is maintained for the services, programs, and activities;
7. Ensures a high degree of professionalism, i.e. confidentiality, conduct, dress code, etc., as outlined in the SFLC Program Policies and Procedures;
8. Assigns, develops, trains, supervises and evaluates program staff and their work.
9. Assists the Supervisor & CYFA in staff reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

QUALIFICATIONS

1. Early Childhood Education Diploma, relevant Bachelor's degree, or its equivalent and/or extensive work experience in child care and/or human services field.
2. Must be a Registered Early Childhood Education (RECE) in good standing with the College of Early Childhood Education (CECE).
3. Knowledge of the Child Care Early Years Act (CCEYA)
4. Minimum two years' experience in supervising child care staff.
5. Minimum two years' experience managing and working with young children and their parents.
6. Must have a valid First Aid and Child CPR Certification.
7. Must have a clean Criminal Reference Check and Vulnerable Criminal Reference Check.
8. Strong interpersonal skills.
9. Superior oral and written communication skills.
10. Superior ability to work to deadlines with minimum supervision.
11. Ability to work as part of a team.
12. Knowledge and work experience in the area of early childhood development.
13. Knowledge and work experience in the areas of family development and Indigenous people would be an asset.
14. Good Management and planning skills.
15. Valid Driver's License

FULL JOB DESCRIPTION AVAILABLE, UPON REQUEST

CONTRACTED POSITION

Full-time, Salaried Position (\$40,000 - \$44,000 based on Qualifications and Experience)

POSTED: Tuesday, January 30, 2018

CLOSING DATE: Friday, February 9, 2018

All applications should include: Cover Letter, and Resume

These items will also be required, if called for an interview: Recent Criminal Reference Check, First Aid & CPR Certificate, RECE #, RECE Diploma &/or Other Education or Training Diploma's and 3 Professional/Work Related References.

Applications can be e-mailed in pdf format to: connie@skanaflc.com

Mail To: Connie DaSilva, Child, Youth & Family Administrator

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Fax: (519) 948-1493

*We thank all applicants for applying – but, only those selected will be contacted for an interview.
Ska:na Family Learning Centre is an equal opportunity employer.*