



Ska:na Family Learning Centre

EMPLOYMENT OPPORTUNITY

JOB TITLE: Floor Supervisor (FS)

LOCATION: Chatham, ON

IMMEDIATE SUPERVISOR: Child Care Program Manager (CCPM)

PROGRAM GOALS

- i) Under the direction of the Child Care Manger (CCM), the Floor Supervisor (FS) will support and assist in all Program and Service areas of the Ska:na Family Learning Centre (SFLC).
- ii) The FS will ensure the development and provision of a high quality, holistic, culturally relevant, and individualized child care educational program.
- iii) The FS 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 *(9 of the 50 Responsibilities in Job Description listed)*

1. Keeps the CCPM informed through verbal and written communication of the activities and new developments within the Floor Supervisor's 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 SFLC 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 (CCEYA) and the policies and procedures of the SFLC;
4. Monitors all activities within their area of responsibility and ensures that the activities are in line with the program objectives, priorities, directives and plans.
5. Monitors all activities within their area of responsibility for the purposes of assessing, detecting problems, identifying trends, providing new and innovative initiatives and reports these to the CCM and makes recommendations for improvement.
6. Monitors 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 Manual (PPM);
8. Assigns, develops, trains, supervises and evaluates child care program staff and their work.
9. Assists the CCM and Executive Director in staff reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

QUALIFICATIONS

1. Early Childhood Education Diploma, or relevant Bachelor's degree, or its equivalent and/or extensive work experience in child care and/or human services field.
2. Registered Early Childhood Education (RECE), in good standing with the College of Early Childhood Education (CECE).
3. Should have clear understanding 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.



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6. Must have a valid First Aid and Child CPR Certification.
7. Must have a clean Police Reference Check, with Venerable Sector Clearance.
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 areas of Trauma Informed Care, child and family development and strong proponent of Indigenous ways of knowing would be an asset.
13. Valid Driver's License

FULL JOB DESCRIPTION AVAILABLE, UPON REQUEST

CONTRACTED POSITION

FULL-TIME, SALARIED (Commensurate with Qualifications and Experience)

CLOSING DATE: Friday, August 13, 2021 5:00PM No late submissions will be accepted.

Applications are to be **e-mailed** in pdf format to: **info@skanaflc.com**

Subject Line: **Floor Supervisor – Chatham Site**

All applications must include: **Cover Letter and Resume**

These items will also be required, if called for an interview:

- Recent Police Reference Check & Vulnerable Sector Check
- Current, valid First Aid & CPR Certificate
- RECE Diploma &/or Other Education or Training Diploma's
- CECE Number (In Good Standing)
- 3 Professional/Work Related References

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