



EXTERNAL JOB POSTING

Job Title: Supervisor, Early Years
Program: Wesley Early Years Programs
Posting Date: August 2nd, 2018
Status: Permanent, Full-time, Union
Reports to: Manager, Early Years

Job Posting #: 998
Effective Date: A.S.A.P.
Posting Closing: August 9th, 2018 @4pm

Purpose: In collaboration with co-supervisor provide oversight, coordination and support to Early Years Programs

Place of Work: Various Wesley Early Years programs sites across Hamilton

Status: Full-time, schedule to be determined but between the hours of 630am-7pm

DUTIES:

1. Develop, plan, implement and provide appropriate information including services and programs for children and adults in Early Years programs,
2. Oversee the daily operation of the various Early Years and Wesley HUB sites and programs
3. Supervise and mentor staff
4. Ensuring that program statistics stay within annual targets.
5. Welcome, support and interact with program participants, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.
6. Ensure the Wesley Early Years programs are in compliance with all legal and licensing requirements including reporting serious occurrences through the proper reporting procedure.
7. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This includes establishing and maintaining a good rapport with neighbourhood schools and community partners.
8. Ensure that staff are providing quality, play-based learning and supervising parents/caregivers and children attending the Early Years programs at all times.
9. Organize, participate and contribute to team meetings and staff development opportunities
10. Stay abreast of new and current early learning and care trends including local and provincial priorities and changes.
11. Follow the policies and procedures of the programs, HWDSB, City of Hamilton and Wesley.
12. Be responsible for submission of time sheets and other reports as required.

13. Identify training needs of staff and orient staff, student placements.
14. Ensuring appropriate staffing levels at all times.
15. Identify and communicate through appropriate channels any trends, activities, concerns, stories, changes and incidents in the program.
16. Maintain petty cash and monitor program spending to remain within budget in conjunction with co –supervisor and management.
17. Assist in hiring procedures for program staff.
18. Participate in internal and external meetings related to Early Learning and Care programs as requested by the Manager, Early Years.
19. Complete annual staff performance management evaluations.
20. Facilitate workshops at Wesley EarlyON Child and Family Centres as required.
21. Gather program statistics on weekly, monthly and yearly basis and participate in ongoing quality assurance monitoring.
22. Abide by the health and safety policies of Wesley Urban Ministries Inc.
23. Ensure open communications with parents/caregivers and other participants.
24. Be knowledgeable about content of program and working directly with staff, children and families that access it.
25. Demonstrate an indepth knowledge of the Ministry of Education’s “How Does Learning Happen?” pedagogy for Early Years and ensure this is carried out at all sites.
26. Work closely with the co-supervisor and Manager, Early Years on all matters related to the operation of the Early Years Programs.
27. On an annual basis, review Centres’ operational guidelines, policies and procedures and other legislation required as it relates to the delivery of services.
28. Ensure programs compliance with all legal requirements including Licencing as applicable.
29. Liaise with the After School Programs Supervisor and Site supervisors to ensure effective use of program resources.
30. Frequent movement between multiple locations and programs is required.
31. Other duties as assigned.

Minimum Requirements:

1. Diploma in Early Childhood Education and registration with the College of Early Childhood Educators.
2. Minimum 5 years of current experience in working in an early learning and care setting (ages 0-6 years) and with community partners.
3. Proven supervisory experience, with staff oversight preferably in a unionized environment.
4. Documentation to support ongoing professional development in the field of early learning and care.
5. Thorough knowledge of applicable legislation including the Child Care and Early Years Act, 2014.
6. Good written and oral communication skills.

7. Demonstrated leadership skills in working collaboratively with community partners, resource management, communication and time management.
8. Clear and demonstrated ability to practice appropriate professional boundaries in the workplace.
9. Experience and sensitivity working with all families including those in an urban core setting, culturally diverse, GLBTQ, young parents, etc.
10. Bilingual (French/English) and fluency in other languages an asset.
11. Current 1st aid/CPR, Safe Food Handling Certificate, N.V.C.I. training, HDLH Pedagogy, Positive Space, ECERS and evidence-based parenting workshops.
12. Extensive experience running parent/child and caregiver workshops.
13. SACERS and Quest 1(High Five) training an asset.
14. Flexibility and readiness to adapt to change.
15. Driver's license and use of a vehicle is required.
16. Knowledge and skills using Microsoft Office products, Outlook and other relevant computer programs and the internet.

Wesley is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please.

More information about Wesley can be found on our website at www.wesley.ca