



# Administrative Program Supervisor

**Job Title:** Administrative Program Supervisor  
**Reports to:** Pedagogical Team Leader (unless otherwise specified)

## Job Summary

Provides program and administrative leadership to Early Learning and Care programs to ensure quality standards of care.

## Description of key duties and responsibilities:

- Assist in the site specific orientation of new staff.
- Prepare and forward to finance necessary information for payroll, invoicing and accounts receivable.
- Work in collaboration with the Pedagogical Team Leader to grow classroom practices that are reflective of a strong image of families and children and that support an emergent curriculum philosophy.
- In consultation with the Associate Executive Director, assist in regular monitoring and development of annual program budgets relative to programming priorities.
- In consultation with the Associate Executive Director, supervise and coordinate all purchases outside of budget parameters.
- Purchase program materials and equipment in collaboration with the Pedagogical Team Leader.
- Coach, mentor and council program staff with Human Resources, Program and Personnel issues in relation to the values and beliefs of the organization.
- In consultation with the Pedagogical Team Leader, review and modify program schedules and plans to confirm operations are efficient and consistent with the values and mission of KCCS.
- Support classroom educators with environmental reflective checklist and DECA classroom profiles and strategies.
- Consult with Pedagogical Team Leader on staff strengths and needs and on assisting with goal setting plans for individual staff quarterly.
- Perform classroom observations and complete behaviour monitoring as required by the DNA.
- Assure good communication between program and administration and families.
- Facilitate prospective family tours and communication.
- Maintain licensing requirements under the Day Nurseries Act.
- Comply with the Policies and Procedures of Kawartha Child Care Services.
- Oversee and comply with the responsibilities and requirements of the OHAS Act.

## **Qualifications**

- . Knowledge of a Reggio Inspired Emergent Curriculum philosophy.
- . Knowledgeable of current early childhood education research and development.
- . Strong written, verbal and interpersonal skills.
- . Ability to coach and mentor employees and provide guidance in a respectful manner.
- . Proficient with email, and MS products including PowerPoint and Word.
- . Ability to work independently and deal with ambiguity.
- . Ability to inspire staff in reflective practice.
- . Sound judgement and decision making skills.

## **Education**

- . A degree/diploma in Early Childhood Education.

## **Work Experience**

- . Experience working with an Emergent Curriculum framework.
- . Two years experience working in an Early Learning and Care supervisory role.
- . Experience working in a not for profit setting.