



FORM: Site Supervisor		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: May/05

Site Supervisor

Job Title: Site Supervisor
Reports to: Supervisor or HR/Program Director (specific to each location)

Job Summary

To ensure the management of procedures required to carry out policy decisions of the Board of Directors for the fulfillment of the goals and objectives of the Program.

Job Duties

1. Corporate
 - Responsible to appoint a designate when absent and inform staff.
 - Distribute and forward completed membership forms to the administration office.
 - Follow all organizational policies and procedures of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.

2. Operational
 - Maintain day-to-day licensing standards.
 - Ensure the maintenance of attendance, consistent with policies.
 - Complete registrations.
 - Set up and maintain children's files.
 - Establish a waiting list.
 - Plan, implement and review children's experiences in accordance with the agency's philosophy and program goals.
 - Participate in planning and annual program review.
 - Organize space, equipment and materials prior to activities that allows child directed play experiences.
 - Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities.
 - Use a variety of teaching techniques including modeling, observation, questioning, demonstrating and reinforcing.
 - Plan and carry out experiences that promote children's understanding of their own and other cultures and value systems.
 - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes.
 - Recognize and build on emergent and early literacy and numerical activities.
 - Encourage children's representation of their experiences.
 - Engage each child individually each day.
 - Recognize and celebrate new development achievements.
 - Encourage and assist each child in carrying out daily routines. Attend to child's physical needs for diapering, toileting, eating and sleeping with respect as promptly as possible.
 - Provide daily opportunities for each child to choose to be alone.
 - Observe how children use the materials and interact with each other and adults.
 - Use these observations to expand play and plan activities that recognize individual differences.
 - Set reasonable behaviour expectations consistent with the organization's philosophy and policies.
 - Follow behaviour guidance policies as established by Kawartha Child Care Services.
 - Provide positive guidelines such as re-directing, positive language and reinforcements.



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- Immediately address problem behaviour without labeling the child.
- Follow the agency's procedures for maintaining health records, hygienic routines, universal precautions and administering medication and first aid.
- Monitor the indoor/outdoor environment for hazards.
- Establish licensing and other regulatory requirements.
- Report all incidents of suspected child maltreatment.
- Release children only to persons authorized by the parent/guardian.
- Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children.
- Complete daily information charts appropriate for the age group.
- Report all accidents/incidents, injuries and illness to the Supervisor or HR/Program Director and record such incidents in the daily log, playground log and as a serious occurrence if necessary.
- Update daily children's allergies and other special conditions.
- Maintain confidentiality of all information related to the centre's children, families and staff.
- Guide families to activities that will allow them to participate in their children's early learning and development.
- Accommodate the family instructions for daily routines whenever possible.
- Encourage family members to spend time and to participate in the program throughout the day.
- Organize and maintain a clean and tidy environment.
- Other duties as assigned.

3. Human Resources

- Participate in hiring.
- Complete performance appraisals in conjunction with the HR & Program Director or Supervisor.
- Assist with orientations.
- Schedule staff.
- Plan and carry out annual staff development.
- Maintain regular attendance and punctuality and submit accurate time sheets every two weeks.

4. Communications

- Report to the Supervisor or HR/Program Director monthly.
- Distribute minutes and reports to staff from meetings of the organization.
- Assist with staff meetings.
- Ensure reports include all activities/participation in the community.
- Ensure all correspondence prepared and distributed professionally on approved letterhead or memo form and has been proofread by a staff person at the administration office.
- Use positive communication.
- Read and use the communication book.
- Use only forms approved by the organization.
- Read meeting minutes from committees, board and staff meetings.
- Maintain confidentiality of all information related to children, families and staff.

5. Financial

- Monitor budget.
- Follow the financial policies as they apply to this position.
- Assist in the development of the annual budget.
- Secure approval for any purchase outside approved budget.
- Ensure that cash funds and cheques are kept in a secure location.



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- Ensure cash receipts and vouchers will accompany the petty cash sheets demonstrating a balanced account.

6. Health and Safety

- Ensure that the Supervisor responsibilities under the OHAS Act are adhered to at all times.
- Maintain current first aid and CPR.
- Comply with WHMIS legislation at all times.

Qualifications

Education

- Early Childhood Education Diploma or Bachelor of Arts & Science or Social Work degree or a provincially recognized equivalent.

Experience

- Two years experience in child care settings.

Requirements

- Ability to be approved as a site supervisor by the Ministry of Children and Youth Services.
- Medical as required by local Health Department.
- Satisfactory Criminal Reference Check.

Competencies

- Patience, dedication, energy, enthusiasm and caring.
- Self-starter possessing strong organizational and interpersonal skills.
- Demonstrated ability to direct, instruct and care for children.
- Ability to deal with non-routine situations.
- Ability to handle emergencies, crisis, or hostile behaviour.
- Ability to maintain control in frustrating situations.
- Ability to work co-operatively with others, while providing work direction.
- Ability to use professional judgment on a daily basis within the guidelines established by the Day Nurseries Act and agency policies.
- Ability to provide leadership and direction to staff.
- Ability to accommodate competing demands.
- Ability to maintain neat and accurate records.
- Ability to communicate effectively both orally and in writing with children, parents and staff.
- Ability to maintain confidentiality of all information related to children, parents and staff.
- Ability to carry/lift children and carry/move moderately heavy items.
- Ability to stand for extended periods of time; to work at the height of the children.
- Ability to work flexible hours.
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather.
- Knowledge of the Day Nurseries Act, The Human Rights Code, Occupational Health and Safety Act, Canada's Food Guide, Employment Standards Act, Health Act, the Child and Family Services Act the local fire and health departments and the ability to meet the specifications of these Acts and any other regulations that apply to this position.

Job Classification

- Other Professional



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Performance Expectations Form

Position: Site-Supervisor

Reports to: Supervisor

Duties

1. Complete orientation with new staff.
2. Update and review the licensing board to ensure accuracy on a daily basis.
3. Conduct monthly fire drills and record in the Fire Drill Log in forms binder and program communication book.
4. Participate in daily programming and posting of documentation, Explorations of the Week, and programming webs.
5. Accurately record children’s attendance immediately by indicating the times they arrive and depart.
6. Record allergy updates in children’s file and on the posted allergy list.
7. Record communication from parents in the program communication book.
8. Ensure proper storage of medications and accurate completion of medication forms.
9. Accurately complete incident reports as they occur.
10. Report serious occurrences to supervisor immediately following any necessary first aid.
11. Ensure the completion of the Daily Playground Checklist and Daily Cleaning Checklist.
12. Communicate in a respectful manner with children, staff, parents and model best practices in programming and behaviour guidance at all times.
13. Participate in the preparation and serving of morning and afternoon snack.
14. Receive and secure parent payments daily.
15. Maintain a clean and aesthetically pleasing environment that protects children’s health and safety at all times.