

## **JOB DESCRIPTION FOR EXTENDED DAY PROGRAM SUPERVISOR**

### **Required Qualifications:**

1. Early Childhood Education diploma or degree
2. Registration with the College of Early Childhood Education (in good standing)
3. Two years experience with kindergarten & school age children preferred
4. Lifesaver First Aid and Level "C" CPR (child & adult) Certification (every 3 years for FA and annually for CPR)
5. A clear police check (dated within 6 months of date of hire)
6. TB Test (dated within 1 year of date of hire)

### **Educational /Recreational Responsibilities:**

1. To maintain valid First Aid and CPR certificates and be aware of the techniques of universal health precautions.
2. To oversee the development and implementation of program plans for the Extended Day Program. Plans must meet the developmental needs of the children as well as the parameters set forth in the Ministry of Education Extended Day Program document. This includes conferring with the Core Day School KG Teacher and R.E.C.E on a daily basis regarding the strengths and needs of the children and the next steps in programming.
3. To participate in Kindergarten classes. This time should be used to observe the children and the program, share and receive feedback from Educators, and develop an overall understanding of the Full Day Program.
4. To oversee the planning and implementation of nutritional menus. This includes the purchasing of food and supplies.
5. To ensure program evaluation is ongoing. This includes spending time with each group on a regular basis when time and ratios permit, and extra time with any group (s) in need of additional supervision and support.
6. To participate in the preparation of the play areas, program materials, and housekeeping duties as required. This may include relieving other staff members for short periods of time to perform such tasks as well.

### **Child Guidance:**

1. To treat each child with dignity, respect and care.
2. To integrate children into the program.
3. To supervise the children and to guide them in their physical, social/emotional, cognitive, and linguistic development.
4. To work with the children in their groups while retaining sensitivity to each child's individual needs.
5. To demonstrate appropriate child guidance techniques on the job and act as a role model for other staff, students and volunteers.
6. To confer with other staff and parents about the growth of their children and any individual differences or problems.

**Parent Relations:**

1. To maintain appropriate positive day-to-day liaison with parents.
2. To guide and involve the parents, to interpret the program to them, and to act as a resource person to them.
3. To refer parents to Early Learning Services when necessary.
4. To maintain active communication with parents regarding their children or the program through spontaneous / planned discussions, newsletters, telephone conversations, etc.

**Administrative Responsibilities:**

1. To keep current records concerning individual children, attendance, inventory and correspondence.
2. To consult with the Early Learning Services Department as required.
3. To develop and maintain a cooperative relationship between the program and the school.
4. To ensure that the program meets all health and fire safety regulations.
5. To conduct and record monthly fire drills.
6. To be familiar with the persons who can pick up a child and continually check files for current information.

**Personnel Relations:**

1. To demonstrate a professional attitude and loyalty to the program at all times.
2. To assist in the arranging for supply staff and volunteers.
3. To ensure that confidentiality regarding the children, personnel and Early Learning Services Department is maintained at all times.

**Other:**

The Supervisor will perform other duties as requested by the Early Learning Manager.