



POSITION DESCRIPTION

POSITION:	SUPERVISOR
DEPARTMENT:	CHILDCARE SERVICES
CURRENT ISSUE:	JANUARY 2026
NEXT REVISION:	January 2031
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting directly to the Manager of Childcare Services, the Supervisor ensures the delivery of high-quality childcare programs by the Registered Early Childhood Educators and their assistants. The Supervisor assumes the duties of the Manager in their absence.

DUTIES AND RESPONSIBILITIES:

1. Works in collaboration with other staff to ensure a high quality developmentally appropriate environment for children through programming as stated in the Daycare Program Statement.
2. Meets with the Ministry of Education Program advisor during inspections and updates CCLS as required.
3. Reports to the Manager any issues that may affect compliance with regulations under the Childcare and Early Years Act, 2014, Municipality of Mississippi and Board of Education.
4. Makes budgetary recommendations for the purchase of supplies and equipment.
5. Orientates and enrolls new families- Menzie or R.Tait/Naismith
6. Maintains wait list under ONeHSN
7. Ensures staff files are kept up to date
8. Reviews submitted staff payroll hours to ensure accuracy
9. Maintains accurate children's records and attendance.
10. Is responsible for scheduling supply staff to cover absences.
11. Responsible for the hiring, supervision/evaluation of department staff in consultation with the Manager.
12. Provides orientation, direction and supervision to all staff, students and volunteers.
13. Liaison with colleges for student placements
14. Makes recommendations for the development and updates of all policies, procedures and regulations of governing agencies, and directs the activities of staff to ensure compliance.

15. Ensures positive communication with parents through meetings, welcome letters / newsletters and social events.
16. Meets Continuous Practical Learning requirements through Lanark County Childcare meetings and professional development opportunities.
17. Conducts monthly program meetings for Menzies or B&A programs.
18. May attend County provider meetings as required
19. Completes monthly reporting & OCCMS subsidy record of attendance to Lanark County under share point
20. Updates Accounts receivable on CWELLC/Lillio on a regular basis
21. Participates in "Quality Assurance" and strive to maintain the highest standards.
22. Ensures all staff performs their "How Does Learning Happen" curriculum directed by Ministry.
23. Recommends changes in the Parent Handbook as required
24. Works in partnership with families, strives to ensure that the needs of all children and families are met to the best of the programs' ability including linking them with community and outside agencies.
25. Works with staff to develop Individualized educational plans for children with challenges
26. Prepares emergency procedures form for children with medical needs and posts as required
27. Reports and records all child and staff injuries and illness to Manager.
28. Reports to Manager and Southeast Health Unit on enteric outbreaks and completes daily line listing when required
29. Ensures staff complete daily and weekly inspections of facility and playground.
30. Completes monthly fire drills and documents.
31. Completes bi monthly health and safety inspections at B&A sites, 110 Paterson/111 Menzie street
32. Arranges external playground inspections
 - *Menzie Street, R. Tait McKenzie and Naismith: supervisor at Menzie street
 - *Holy Name of Mary: supervisor at 110 Paterson
33. Recommends purchases of equipment and supplies for programs.
34. DUTY TO REPORT Reports any suspected Child Abuse to the proper authorities.

QUALIFICATIONS:

- Minimum 2 year Early Childhood Education Diploma
- Current Standard First Aid Certificate, including Infant/Child CPR, Defibrillator
- Registered and in good standing with the College of Early Childhood Educators
- Minimum 3 years RECE teaching experience, previous supervisory experience considered an asset.
- Current Standard First Aid Certificate, including Infant/Child CPR C, Defibrillator
- Registered and in good standing with the College of Early Childhood Educators
- Thorough working knowledge of requirements imposed in the Child Care and Early Years Act, 2014.
- Up to date on all required immunizations

- Demonstrate best practice in accordance with Early Childhood Education Quality Assurance Program
- Demonstrate experience with computer software, including word processing and spread sheets and SharePoint
- A clean Vulnerable Sector Criminal Record Check valid within the last 6 month upon hire and an annual attestation there afterwards

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality’s employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Manager of Childcare Services.

TITLE	SIGNATURE	DATE
Manager of Childcare Services	_____	_____

INCUMBENT’S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

CHILDCARE SERVICES SUPERVISOR - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position			X	
Standing – remaining on one’s feet in an upright position without moving about or combined with walking		X		
Walking – moving about on foot on level or uneven surfaces		X		
Stooping/Bending – bending down and forward at the waist in a sitting or standing position		X		
Kneeling – bending legs to rest on one or both knees		X		
Crouching/Squatting – Bending down and forward by bending legs at knees		X		
Crawling – Moving about on hands and/or knees or feet.	X			
Twisting – Rotating upper torso left and right while sitting or standing			X	
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.	X			
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.		X		
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				X
Reaching – extending hands and/or arms below, at or above shoulder height		X		
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping		X		
Fingering – manipulating objects using the key, palmar or tip inch grip positions.		X		
Lifting	Under 10 lb. (4.5 kg)			X
	10 – 20 lb. (4.5 – 9.0 kg)		X	
	20 – 40 lb. (9.0 – 18.0 kg)		X	
	Over 40 lb. (27.0 Kg) Specify: Mechanical Lift	X		

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)	X		

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving	X	
Risk of Eye Strain	Constant viewing of computer monitors	X	
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions	X	

WORKING RELATIONSHIPS

Internal	Childcare Manager, Childcare Staff, Payroll, Accounts payable/receivable and HR personnel.
External	Parents and Families, External ministries and agencies, other professional organizations, etc.

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents	X					Providing information; follow-up on complaints and inquiries	X	X
Stakeholders/Contractors			X			As team leader and member; supporting departments and unit activities, purchase orders	X	X
Employees/Managers	X					Communicating, collaboration, consulting, providing direction, Performance accountability	X	X
Members of Council					X	Providing information, seeking approval/direction	X	

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses				X		Supporting referred-in workload		X

ENVIRONMENTAL DEMANDS:

This position may have to occasionally serve a number of people at one time and frequent interruptions may be common. The office environment may be busy, noisy, often dealing with several requests by others during short time intervals. The employee must be an excellent communicator and

be able to manage various issues simultaneously. The position requires frequent use of the computer and other office equipment.

Is required to ensure appropriate staffing levels/ratios for all childcare programs, requires constant organizing and prioritization. May also have to deal with upset family members and public waiting for openings in the centres. The incumbent must be adaptable to changing environment; may be required to assist on the floor, or in the kitchen to ensure the needs and safety of the children are met. Holds a high level of accountability for the well-being of children in the Childcare Services programs.

WORKING CONDITIONS:

This position is required to work 40 hrs (full-time) in an office, some outside work in a variety of weather condition may be required to assist with the supervision of the programming. Additional work may be required when meeting with families, other municipal employees, contractors for work on the building, meetings at the Lanark County Building, and staff observations. After hours meeting attendance or bringing files and paperwork to other schools. The programs operate at a number of sites, travel between facilities may be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: Yes

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent