UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Early Childhood Educator and School Age Centre Supervisor
TITLE: ECE/ School Age Supervisor
DEPARTMENT: DAYC Child Care Services
POSITION NO: 998026
SUPERVISOR: Manager, Child Care
LAST UPDATED: 9 March 2016

SUMMARY:
University of Victoria Child Care Services provides safe, high quality child care to the UVIC community, for children from infancy to 12 years of age. Child Care Services operates from 8:00 am – 5:30 pm, Monday to Friday, from three locations on campus.

The Out of School Care Centre provides out of school care year round for children aged five to 12 years of age. After school care is provided from September until June in accordance with the public school calendar. The centre operates from 8:00 – 5:30 pm on all non-instructional days, including during winter, spring and summer breaks. The centre is closed on statutory holidays and university closure dates (between Christmas Day and New Year’s Day). During the summer months, the Out of School Care Centre provides week long, full-day recreational summer camps to school aged children.

The Out of School Care Centre Supervisor works full-time and under minimal supervision from the Child Care Services Manager:
1) Providing leadership and supervision to the Out of School Care staff team and assuming overall responsibility for the operation of the Out of School Care Centre;
2) When the Out of School Care Centre is not in session, the Out of School Care Supervisor provides early childhood educator relief staffing in the infant, toddler and 3-5 year old care centres.

MAJOR RESPONSIBILITIES AND DUTIES

Responsibility:
1. Ensures the health and safety of the children, in compliance with the BC Community Care and Assisted Living Act’s current Child Care Licensing Regulations and UVIC Child Care Services policies;
2. Safeguards the health and safety of Out of School Care employees by ensuring the Out of School Centre operates in compliance with UVIC’s Health and Safety Policies.

Duties:
• Ensures UVIC Out of School Care Centre is maintained and operated in accordance with the BC Community Care and Assisted Living Act’s current Child Care Licensing Regulation, as well as UVIC Child Care Services’ policies and procedures;
• Provides orientation to new Out of School Care Centre staff and ongoing training and supervision to existing staff to ensure all Out of School Care staff have a thorough
understanding of and practice in accordance with the BC Child Care Licensing Regulations;
• Ensures all Out of School Care staff practice occupational safety in accordance with UVIC policies;
• Maintains regular communication with Child Care Services Manager regarding the health and safety of children registered in the program and occupational safety of the Out of School Care Team.

3. Responsibility: Leadership to Out of School Care Centre Team

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<td>• Demonstrates strong leadership in building and maintaining a highly collaborative team;</td>
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<td>• Assumes overall responsibility for the day to day operations of the Out of School Care Centre including supervision of centre staff; managing the centre’s budget; submitting facilities repair requests, curriculum planning and implementation of curriculum;</td>
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<td>• Provides orientation, supervision, coaching and ongoing feedback to out-of-school care team regarding program planning and implementation, their one-on-one and group guidance of the children, and their communications with families;</td>
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<td>• Takes a leadership role in inspiring the Out of School Care team in researching, supporting and implementing innovative out of school care curriculum and practice approaches, including, working with faculty partners such as the School of Child and Youth Care;</td>
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<td>• In partnership with UVIC Child Care Services Manager, assists with coordinating the professional development for Out of School Care staff;</td>
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<td>• Builds and maintains collaborative relationships amongst the out-of-school care team, maintaining positive relationships through respectful and proactive communication;</td>
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<td>• Responsible for scheduling of staff, ensuring all shifts are covered to meet child care licensing regulations for staff to children ratios;</td>
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<td>• Submits bi-monthly time reports and monthly leave reports to Child Care Services administration;</td>
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<td>• When Out of School Care Centre employment vacancies arise, works with Child Care Services Manager to assist with initial screening of applications for staff; and participates in the hiring committees for Out of School Care Centre casual, term and continuing positions;</td>
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<td>• Supervises and mentors practicum students;</td>
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<td>• Ensures all staff are aware of and work in compliance with UVIC Child Care Services policies;</td>
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<td>• Ensures centre supplies (e.g., snack and program materials) are kept stocked, expenditures are kept within annual budget, and submits receipts to Child Care Services administration;</td>
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<td>• As a member of the Child Care Services leadership team, attends regular committee meetings (e.g. monthly supervisors’ meetings and local safety meetings) and provides input for developing and revising child care policies and guidelines, as needed; Supervises staff to ensure the Out of School Care Centre play spaces are esthetically pleasing, materials are in good condition, and the centre is kept clean, tidy, safe and well-organized;</td>
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<td>• Supervises staff to ensure the Out of School Care Centre play spaces are esthetically pleasing, materials are in good condition, and the centre is kept clean, tidy, safe and well-organized.</td>
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4. Responsibility: Out of School Care Program Planning and Implementation

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<td>• Assumes the lead role on the out of school care team, maintaining overall responsibility for the planning and implementation of an innovative, play-centered program in the out of school care centre, co-constructing curriculum with children 5 to 12 years of age and based upon the emergent needs and interests of the large group and small groups of children. Pedagogy and curriculum to be guided by the British Columbia Early Learning Framework.</td>
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<td>• Facilitates on-going assessment of the program to ensure it is meeting intended outcomes and inquiry interests. Ensures that programming is responsive and flexible to meet the emergent</td>
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interests and needs. Guides staff in using pedagogical narrations and critical reflections of children and staff to inform the assessment process.

- Ensures all members of the team practice positive guidance to individual children as well as small and large group of children, using a strengths-based approach to children’s needs and balancing the needs of individual children with the needs of small groups and the group as a whole;
- Takes a lead role in planned pedagogical inquiry work at the centre, in partnership with faculty and student partners;
- Responsible for the majority of the planning for the summer program, and preparing and distributing advertising and enrollment information and forms, and coordinating registration.

5. Responsibility:  
Builds and Maintains Relationships with Out-of-School Care Program Families, the Child Care Services leadership team, and Community Partners

Duties:
- Develops positive relationships and collaborative partnerships with families; shares information with families about their children and provides referrals to families for additional support services for children, when required;
- Ensures a welcoming, respectful and inclusive atmosphere is maintained for UVIC Child Care Services family members;
- Communicates both verbally and in writing with families (e.g. emails and monthly newsletters) and verbal means (e.g. daily check-in’s with families during pick up times).
- Articulates centre curriculum and pedagogy to families, other educators, and other community professionals;
- Liaises and coordinates services with external agencies associated with UVIC Child Care Services, (e.g., assessment by QA child development consultants), as needed;
- Stays abreast of available community resources to support children and families, as needed and seeking opportunity access community resources to enhance the centre;
- Maintains open communication with Manager, documenting reportable and non-reportable incidents from the Out of School Care Centre and following up as needed.
- Offers spaces to families on the Out of School Care Centre wait list and organizes orientation for new children and their families to the centre
- Assists Child Care Services Manager with initial screening of work study students and provides orientation for new work study students to their positions in Child Care Services.

6. Responsibility: Early childhood educator relief staffing in the infant, toddler and 3-5 year old centres.

Duties:
- When the out of school care program is not in session, provides float relief to the other UVIC Child Care Services centres.
- When possible, participates in the under 5’s centres’ pedagogical inquiry work.

REQUIRED QUALIFICATIONS:  

Skills:
- Ability to connect and build strong relationships with children, families, staff and community members;
- Excellent interpersonal, written, and verbal communication skills with children, families, staff, practicum students; community agencies, etc and demonstrated ability to present oneself
professionally;
• Demonstrated ability and strong interest in planning emergent, innovative and play-centered programs for children aged 5 to 12 years of age;
• Proven leadership skills in building collaborative relationships within a team environment;
• Ability to be self-directed, and a collaborative member of centre teams, working with minimal supervision from supervisor;
• Ability and proven record in setting goals and objectives and implementing plans within set timelines;
• Excellent organizational skills;
• Maintain current knowledge of best practices in the out of school care field;
• Maintain confidentiality and privacy of all information related to the Centre, the children, their families and staff;
• Ability to handle emergencies skillfully and calmly and in compliance with Child Care Regulations and UVIC Child Care Services policies;
• Adaptability and flexibility to changing circumstances.

Specialized Knowledge/Education:
• Current Early Childhood Educator Certificate (issued by the ECE Registry of BC);
• Solid knowledge of the BC Early Learning Framework;
• Thorough knowledge of BC Child Care Licensing Regulations;
• Current first aid certificate;
• Must supply a note from physician attesting to physical and mental health and suitability to work in the child care field;
• Class 4 driver’s license considered an asset;
• Current criminal record check (Child Care Services will pay the fee for the successful candidate);
• Documentation of compliance in the immunization program per Ministry of Health guidelines (childhood immunizations);
• Familiarity with Microsoft Word, Excel and Outlook

Experience:
• Minimum of two years experience working in group child care, including with school age children, in a leadership role;
• A minimum of one year’s experience supervising and supporting staff;
• Proven capacity to work as an effective member of a team;
• Experience working closely with families and building collaborative relationships;
• Experience in working with children/families with diverse needs and abilities;
• Experience implementing the BC Early Learning Framework in a group child care setting;
• Experience monitoring budgets.

Employee’s Signature: ___________________________  Date: ______________

Supervisor’s Signature: ___________________________  Date: ______________