University of Victoria
Cupe Local 951 Position Description

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<th>JOB:</th>
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<tr>
<td>ECE Supervisor</td>
<td>Infant/Toddler Educator Supervisor</td>
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<th>DEPARTMENT:</th>
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<td>DAYC Child Care Services</td>
<td>998028, 998027, 998031</td>
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<th>SUPERVISOR:</th>
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<td>Child Care Services Manager</td>
<td>4 December 2017</td>
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SUMMARY:
University of Victoria (UVic) Child Care Services provides innovative, creative and responsive child care programs for children from infancy to school age. Child Care Services operates from three locations at UVIC providing full-time care for children from infancy to pre-kindergarten, and after school care for elementary school aged children. All UVic child care programs are based upon the BC Early Learning Framework.

The Infant/Toddler Educator Supervisor works full-time in a child care centre with children from infancy to 36 months. With minimal supervision from the Child Care Services Manager, the ECE Supervisor provides supervision to the child care centre team assuming overall responsibility for the operation of the centre and working in ratio in the program.

All staff who work in UVic Child Care Services must be immunized (in accordance with the childhood immunization schedule). The Infant/Toddler Supervisor must also possess sufficient stamina for full-time work in a busy infant or toddler centre. The position is physically demanding and includes repetitive lifting of children (up to 20 kg), lifting with weight, crouching, bending, standing, outdoor play, and sitting on floor.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility:
   - 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;
   - Safeguards the health and safety of child care centre employees by ensuring the centre operates in compliance with UVIC’s Health and Safety Policies.

Duties:
   - Ensures the child care centre spaces are well maintained and ensures that all staff work in accordance with the BC Community Care and Assisted Living Act’s current Child Care Licensing Regulations and UVIC Child Care Services’ policies and procedures to safeguard the health, safety, and well-being of children;
   - Ensure the child care centre staff document reportable and non-reportable incidents in accordance with Child Care Licensing Regulations, and follow up as needed;
- Provides orientation to new child care centre staff and ongoing coaching and feedback to existing staff to ensure the child care centre staff have a good understanding of, and practice in accordance with, the BC Child Care Licensing Regulations;
- Ensures all child care centre 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 child care centre team.

2. Responsibility:
   - **Leadership to the Infant/Toddler Team**

   **Duties:**
   - Demonstrates inspiring leadership in building and sustaining a highly collaborative team, maintaining positive relationships with staff through respectful, skilled and proactive communication;
   - Provides orientation, supervision, coaching and ongoing feedback to the child care team regarding program planning and implementation, guidance of the children, staff members’ communications with families, etc.;
   - Takes a leadership role on the child care centre team in implementing innovative curriculum and pedagogy approaches, including, working with faculty partners such as the School of Child and Youth Care on inquiry initiatives;
   - Mentors/supervises early years practicum students;
   - Ensures all staff are aware of, and work in compliance with, UVIC Child Care Services policies;
   - Takes lead role in organizing and facilitating the child care centre team meetings and holds regular one-on-one check-in meetings with team members, supporting staff members’ performance development;
   - As a member of the Child Care Services leadership team, attends regular committee meetings and provides input for developing and revising centre policies and guidelines, as needed.

3. Responsibility:  
   **Infant/Toddler Program Planning and Implementation**

   **Duties:**
   - As a member of the ECE team, the Infant/Toddler Supervisor works alongside staff in the child care program, participating in all centre routines and ensuring the program is in accordance with the child care centre’s philosophy and Child Care Services’ overarching ethos. Assumes overall responsibility for the day to day operations of the child care centre including supervising staff, program planning and implementation;
   - Assumes the lead role on the child care centre team ensuring the program follows the BC Early Learning Framework vision, principles and learning goals for children.
   - Takes a lead role in planned pedagogical inquiry work at the centre, in partnership with faculty and student partners;
   - Facilitates on-going assessment of the program to ensure it is meeting intended outcomes and is responsive and flexible to meet the emergent interests and needs of children. Guides staff in using pedagogical narrations and critical reflections of children and staff to inform the program assessment process.
Ensures all members of the team practice positive guidance, 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;

Supervises staff to ensure the child care centre play spaces are esthetically pleasing, materials are inspiring and in good condition, and the centre is kept clean, tidy, safe and well-organized.

4. Responsibility:
Communication with Families, Consultants, and Other Community Members

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 in the child care centre for children and their family members;
- Communicates with families regularly, both verbally and in writing (e.g. monthly emails or newsletters and daily check-in’s with families during drop off and 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 opportunities to access community resources to enhance the centre;
- Maintains open communication with Manager.

5. Responsibility:
Administration of Centre

Duties:
- Ensures centre supplies are kept stocked, expenditures are kept within monthly and annual budget, and submits receipts to Child Care Services administration;
- Submits facilities repair requests, as necessary;
- Responsible for scheduling of staff, ensuring all shifts are covered to meet child care licensing regulations for staff to children ratios;
- Submits the centre’s bi-monthly time reports and monthly leave reports to Child Care Services administration;
- When ECE vacancies arise in the centre, works with Child Care Services Manager to assist with initial screening of applications and participates on hiring committees;

REQUIRED QUALIFICATIONS:

Skills:
- Excellent interpersonal, written, and verbal communication skills with children, families, staff, practicum students; community agencies, etc.;
- Demonstrated ability to exercise good judgment, critical thinking, and creative problem solving;
- Demonstrated ability and strong interest integrating the BC Early Learning Framework in a child care program with three to five year old children;
- Demonstrated leadership skills in building collaborative relationships within a team environment;
• Demonstrated ability to set goals and objectives and implement plans within set timelines;
• Excellent organizational skills;
• Demonstrated evidence of ongoing professional commitment and development, and an attitude that supports ongoing learning and self-reflection skills;
• Commitment to the ECEBC Code of Ethics, including confidentiality and privacy of information;
• Ability to handle emergencies skillfully and calmly and in compliance with Child Care Regulations and UVIC Child Care Services policies;
• Proficiency with Microsoft Outlook and Windows.

**Specialized Knowledge/Education:**

- Current Early Childhood Educator Certificate and Infant/Toddler Educator Diploma (issued by the ECE Registry of BC);
- Strong knowledge of the BC Early Learning Framework and ability to implement into practice;
- Strong knowledge of current BC Child Care Licensing Regulations;
- Current first aid certificate;
- Ability to provide a clear criminal record check;
- Documentation of compliance in the immunization program per Ministry of Health guidelines (childhood immunizations).

**Experience:**

- Minimum of two years’ experience working in group child care, in a leadership role;
- Proven ability to work as an effective member of a child care centre 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.

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<td>Supervisor’s Signature:</td>
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