



Team Leader –School Age

The Team Leader –School Age will be responsible for the day to day operations of the School Age program that consists of morning, lunch and after school time as well as no school days programming. This position also gives support to the preschool program through out the day. Under the direction of the Executive Director the position will follow the policies of the board and NWT Day Care Regulations to ensure a quality school age program.

Experience and Qualifications

As a Team Leader for the School Age program you will have at least 3 years' experience in progressively responsible roles. Your post-secondary education in child development or equivalent has led to a solid base of promising practice knowledge. With strong organization skills you are able to ensure the administrative tasks for the school age program are completed on time. Your experience in school age programs will allow you to work seamlessly with the program team to implement intentional practice following the interests and needs of the children to develop an exciting school age program. You have a strong understanding of NWT Day Care regulations and requirements that allows you to carrying out policies and procedures established by the Board to ensure a safe environment for children and staff.

Personal Suitability

Working as a dynamic team leader your energy and creativity inspires you and others to design an innovative developmentally appropriate program. Your compassion and understanding motivates you to build positive relationships with all the program children and their families. Your sound work ethics encourage you to be consistent and fair in a culturally diverse program. The flexibility you demonstrate is an asset to problem solving and conflict resolution with children and adults. Your dedication to children and their families motivates you to continue on in this demanding yet rewarding position.

Compensation

Compensation will be negotiated based on experience but will start from \$26.00 per hour. Details will be finalized with the successful candidate.

Applications

Applications including cover letter and resume should be emailed to:

Children First Society
Attn: Program Head School Age Hiring
childrenfirst@northwestel.net

Application deadline : January 29, 2016

A copy of this poster and a detailed job description is available on request to the email above or visit our Job Opportunities page on our website: www.childrenfirstsociety.org.

Job DESCRIPTION

Position Status	Position Title
Full Time, Indeterminate	School Age Team Leader

PURPOSE OF THE POSITION

The position provides support, mentoring and guidance to the school age program staff of the Children First Centre (CFC), which is a licensed daycare with 120 spaces for children aged 6 months – 12 years old. Under the direction of the Executive Director, the position will follow the policies of the board and NWT Day Care Regulations to ensure adequate care, supervision and a developmentally appropriate program for the school age children.

SCOPE

Located in Inuvik the incumbent reports to the Executive Director and is responsible for the day to day operations of the school age program that consists of morning, lunch and after school time as well as no school days programming. The incumbent assists with the management of the school age staff and the budget of approximately \$1,200,000 per year.

Responsibilities

- 1. Develop and implement a daily program that meets the goals and objectives of the Children First Centre, and the daily program requirements in the *Child Day Care Standards Regulations* using intentional practice.**

Main duties:

- Observe children to record interests and needs
- Assist and school age staff to plan and implement activities to meet the Children First Centre goals and the cultural, physical, emotional, intellectual and social needs and interests of the children in the school age program
- Develop weekly and monthly schedules of the daily program that follow intentional practice meeting the individual needs of the children
- Seek out new, interesting activities and experiences for the children
- Ensure a portfolio is maintained for each school age child to track the developmental needs and interests of the child
- Include children in planning sessions
- Assist staff to keep parents informed of program expectations, program activities and their child’s progress

- h. Advise the Executive Director of equipment and maintenance needs
- i. Ensure equipment and the facility are clean, and safe at all times
- j. Follow sanitary, health and safety regulations.
- k. Involve self in spontaneous play.
- l. Encourage creativity and individuality of each child.
- m. Listen to the children.
- n. Communicate verbally and non-verbally with the children at an appropriate level.

2. Assist with the Supervision of the school age program staff.

Main duties:

- a. Assist to ensure that all school age program staff are familiar with emergency procedures and equipment
- b. Assist to ensure that all school age program staff are aware of and follow the Child Day Care Standards Regulations and Board procedure
- c.) Ensure staff are communicating program ideas with the children
- c. Assist the Executive Director with regular staff performance evaluations

3. Supervise the children attending the facility.

Main duties:

- a. Ensure that children are supervised at all times
- b. Assist the Executive Director to assign staff to ensure required staff:child ratios in the school age programs
- c. Accompany the school age program children during outings
- d. Assist with the development and implementation of a save and efficient process to get the children to and from East three elementary for their appropriate classes

4. Establish routines and procedures consistent with the Children First Centre policies.

Main duties:

- a. Identify and teach positive behaviours expected of children
- b. Adjust expectations to match the development levels of the children
- c. Include children in the establishment of clear routines and guidelines
- d. Include child in the use of positive discipline for their behaviour
- e. Maintain a professional attitude and confidentiality within the program at all times.

5. Communicate regularly with parents and encourage their participation.

Main duties:

- a. Keep parents informed of their child's progress and participation in the daily program
- b. Establish regular communication with parents
- c. Assist with and encourage opportunities for parents to be involved in the daily program,

6. Assist with the administrative tasks of the facility.

Main duties:

- a. Assist with the Development and maintenance of current, accurate and confidential files for the school age children attending the facility
- c. Keep accurate attendance records for the school age children attending the facility.
- a. Assist with funding reports and other accountability documents

7. Pursue ongoing professional development through appropriate courses, seminars or workshops.

8. Perform other duties as required.

Requirements, Skills and Knowledge:

- Completion of a post-secondary program in Early Childhood – certificate, or diploma or degree
- Strong understanding of child development theories and promising practices
- Minimum of 3 years' experience in child care is an asset
- Knowledge of relevant legislation, policies and procedures
- Staff supervisory experience is an asset
- an understanding of the northern cultural environment
- experienced in child program development, implementation and evaluation
- be able to maintain strict confidentiality in performing duties
- Team Player
- Effective positive communication skills
- demonstrate sound work ethics
- Current Standard First Aid
- Satisfactory criminal record check, including a vulnerable sector search, completed by the RCMP
- Statement about whether or not there are any outstanding criminal charges, and details
- Up-to-date immunizations
- Tuberculosis screening