

Kiddies Korner Coop Nursery School (Petrolia) Inc.

Supervisor Job Description

In operation since 1972, Kiddies Korner Preschool is a play based, parent involved preschool.

Kiddies Korner is hiring a Supervisor for their Petrolia location. At present, our preschool (family grouping) is looking for a Supervisor who will work both independently and collaboratively with the Executive Director to lead and manage a team of educators to deliver play-based preschool program for children ages from 2 to 5 years old. (family grouping allows a limited number of toddlers to attend the program.) The Supervisor will provide a professional, positive work and learning environment in correlation with the Executive Director, RECE and non-RECE Staff, Pathways Resource Teachers & Support Facilitators, Board of Directors, Parents, Volunteers, Lambton College Students and any call in staff. The Supervisor will work under the supervision of the Executive Director in conjunction with the Board of Directors.

About the role:

- This is an 18-month contract to cover a maternity leave, start date July 2025
- 2-5 years of experience in similar position is required
- Supervisor reports to Executive Director & Assistant Director as well as a Board of Directors
- Rate of pay: \$26.56 + \$2.00/ hour (\$28.56/hour total)
- Hours of work are 8am-4pm Monday to Friday
- Expected hours per week is 40 hours

Required Qualifications:

- Registration with Ontario College of ECE and in good standing
- Upon offer of hire, be able to present a Vulnerable Sector Record Check through the local Police Department
- Current Infant/Child CPR and Standard First Aid Level C
- Food Handler's Certificate (not mandatory but preferable)

Key Responsibilities:

Program Planning

- The Supervisor in cooperation with RECE teachers, will plan and provide weekly teacher-lead craft and Learning Circle times based on their observations of the children's interests and inquiries and in conjunction with Emergent Curriculum, How Does Learning Happen? and Quality Assurance

- Set up 6-8 activity centres daily. (Should include gross and fine motor, science, math, literacy, sensory, painting and free craft, dramatic play (dress up & kitchen).
- Plan and decorate main classroom and hallway with children's creations and learning stories.
- Daily use of Parent App to communicate with parents as to their child's learning activities and development on a daily and/or weekly basis

Health and Safety

- **Supervise children at all times** (children are NEVER to be left alone under ANY circumstance). Ensure that the 1 – 8 ratio is enforced **at all times**. A reduced ratio is in effect ½ hour after school begins and ½ hour prior to dismissal where the ratio will be 12:1.
- Maintaining the daily log and Parent App with any information pertaining to the children and the centre. (ie, illnesses, absences, wellness check of children, change in children's sleep patterns, eating and toileting, etc)
- Communicate with parents with regard to all aspects of their children's day: play, sleep, eating, learning on Parent's App
- Facilitate a monthly Fire Drill for children and staff on site
- Administer minor First Aid when needed. Provide an Accident report for parents to sign and give parents a copy. Report any **SERIOUS OCCURRENCE** immediately to the Executive Director.

Other administrative tasks and additional responsibilities as required. All training will be provided.