



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center
P.O Box 771
Kahnawake Mohawk Territory, QC J0L 1B0
Tel: (450) 632-7603
Fax: (450) 632-3357
E-mail: info@stepxstep.ca
Website: www.stepxstep.ca

JOB DESCRIPTION

General Information

Job Title:	Supervisor of Program Services
Sector:	Management
Terms:	Indeterminate Full-Time
Date of Job Description:	June 2014
Date of Revisions:	October 2019, July 2023, February 2024

The Incumbent

Name of Incumbent:	
Date of employment:	
Immediate Supervisor:	Natalie Beauvais, Executive Director

General Description of the Job

Under the direct supervision of the Executive Director, the Supervisor of Program Services is responsible for coordinating, managing and administering the program services at Step By Step Child and Family Center consistent with the Vision, Mission and Mandate.

Responsibilities	Tasks
<p>To coordinate and administer the Program Services of the Center.</p>	<ul style="list-style-type: none"> - Participates in the general coordination of an early childhood center; - Participates in policy development, educational program development and work planning; - Assists in the operation of one or more installations; - Oversees the application and monitoring of the educational program; - Identifies needs and plans training and development activities; - Organizes and facilitates staff meetings; - Applies disciplinary or administrative measures when necessary; - Manages conflicts, disputes and helps resolve them; - Assists with the development of the job descriptions; - Keeps up to date on new and appropriate early childhood and inclusive educational practices; - Develops, monitors, coordinates and evaluates inclusive educational programs referring to existing policies and procedures and revising as required; - Prepares plans and schedules; - Prepares reports, including monthly for Executive Director; - Prepares school calendar; - Monitors children's progress; - Coordinates screening and assessment process as needed; - Coordinates center scheduling and staffing; - Coordinates child placement; - Supervises committees related to programming and pedagogy; - Liaises with the school nurse.



Responsibilities	Tasks
To maintain professional development.	<ul style="list-style-type: none"> - Is responsible for management of ongoing staff development; - Attends conferences, facilitates workshops and participates in community exchanges; - Shares knowledge, skills and good practices with teaching and resource staff.
Coordinates the transition to kindergarten in collaboration with the Coordinator of Inclusive and Clinical Programming.	<ul style="list-style-type: none"> - Coordinates the development of transition plans for children with special/challenging needs with the Kahnawake Education Center (KEC); - Implements and monitors an internal process for supporting the transition of the children; - Supports the transition of children to other schools – within and outside of Kahnawake - as requested by parents.
To promote parent/family involvement while ensuring good internal/external communications.	<ul style="list-style-type: none"> - Monitors parent participation and finds ways to involve them; - Conducts parent assembly meetings.
Works in collaboration with the Coordinator of Inclusive and Clinical Programming to administer clinical programs.	<ul style="list-style-type: none"> - Coordinates specialists and resource staff; - Coordinates internal and external referrals; - Provides support and direction to the resource team as needed.
To supervise and evaluate teaching staff.	<ul style="list-style-type: none"> - Supervises all staff under his/her department; - Assigns tasks and offers support; - Evaluates and provides feedback; - Determines development needs; - Guides all staff under his/her supervision in their professional development; - Facilitates staff meetings; - Determines and organizes training for all staff under his/her supervision; - Provides opportunity for all staff to be involved in committees and community events; - Conducts PMDP for all staff under his/her supervision.

Responsibilities	Tasks
To develop, implement and review the center-based pedagogical practices.	<ul style="list-style-type: none"> - Develops, implements and reviews the Curriculum Framework ensuring maximum inclusion, cultural relevance and meaning; - Ensures that the pedagogical practice of the teaching team is in keeping with the Vision, Mission and Mandate of the Center.
To participate on committees and community events as required by the position.	<ul style="list-style-type: none"> - Chairs the Health & Safety Committee meetings; - Participates on Emergency Preparedness and Child Safety Committee; - Collaborates with other organizations; - Maintains good community relations; - Establishes and maintains links with external individuals, organizations that service our children and families; - Maintains close communication and awareness with community events, activities, etc.; - Promotes and participates in community events throughout the year.
To perform any and/or other job-related duties as required by the position.	<ul style="list-style-type: none"> - To collaborate in writing/preparing funding proposals; - To work closely with the Accounting Coordinator regarding payments and medical leaves, etc.; - To work closely with the Maintenance Team regarding staff and center needs regarding health and safety; - To work closely with the HR Coordinator regarding staffing issues and needs; - Coordinates family breakfast, Christmas breakfast, leaving ceremony, activity days, family picnic and other family events; - Participates in school related functions: fundraising events, promotional events and information events;



Responsibilities	Tasks
To perform any and/or other job-related duties as required by the position. (cont.)	<ul style="list-style-type: none"> - The duties must be job relevant and related to the Vision, Mission and Mandate of the center; - Other duties will take into consideration the knowledge, skill and ability of the individual.

Working Conditions

The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.

The employee is expected to work in different temperatures settings (i.e. indoors and outdoors).

The employee must be able to work under pressure and in high stress situations. Some overtime may be required in order to meet deadlines.

Takes on the role of 5:00pm person as required, therefore work hours fluctuate based on the needs of the center.

The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.

The employee may be required to implement holding techniques when dealing with a child in distress or at risk of being hurt or hurting others. Training will be provided.



Contacts

Executive Director: to work under the direct supervision.

Clinical Supervisor: to collaborate coordination and planning.

Teaching Staff: to supervise and provide direction.

Administrative Assistant: to supervise and provide direction.

Food Preparation Worker: to supervise and provide direction.

Kanien'keha Culture and Language Facilitator: to supervise and provide direction.

Resource Staff: to support and provide direction, when needed.

All Staff: to answer or direct any job-related inquiries to appropriate person.

Children and Families: to discuss any classroom procedures, child and/or family matters/concerns.

Internal/External Committees: to participate and contribute on Health and Safety, Child Safety, Emergency Preparedness Committee, Fundraising and any other of interest.

Accountability

- To maintain a high quality inclusive early childhood program.
 - To provide a stimulating environment for the teaching and support staff.
 - To maintain confidentiality.
 - To adhere to the safety of children, staff and parents when on premises.
 - To maintain a positive image of the center for the public, families, and children.
-

Qualifications

Certification and/or level of formal education:

- Bachelor's Degree in Education or Teaching Certificate (Brevet D'enseignement)
- Experience in a supervisory role in a related field with further certification in an area related to Childcare Management;
- Five (5) years' work experience in an Inclusive Early Childhood Education field
- Valid CPR ,First Aid and Epi-Pen Certification
- Circle of Security Training (as required)
- Must not be guilty of a criminal offense in a matter related to the job

Skills requirements:

- Strong leadership and interpersonal skills
- Ability to communicate, collaborate and build positive, supportive and respectful relationships with colleagues and families
- Experience working with children who have a range of abilities and needs including children with disabilities and/or social-emotional challenges
- Experience in supervision and program coordination
- Knowledge of Early Childhood Education program development and planning
- Experience and knowledge in Inclusive Education practices
- Must possess strong oral and written communication skills
- Computer software working knowledge of (i.e. Outlook, MS Office Programs, etc.)
- Knowledge of Kanien'keha culture and language is an asset, willingness to learn is essential
- Capable of working in English and working knowledge of French is an asset

Signature of Incumbent

Date

Signature of Executive Director

Date
