



Heritage Christian Education Society Calgary (HCECSC)

Child Development Supervisor (Out of School Program)

The Child Development Supervisor (CDS) will assume responsibility for the day-to-day operation of the Out of School Program operating at Heritage Christian Academy. The Supervisor is responsible for program planning, registration (in consultation with the enrolment officer), staffing, working with families and children, connecting with the community, mentoring, and other administrative responsibilities according to Alberta Child Services Licensing.

This position will assist with the initial licensing and establishment of the program including writing program plans, parent handbooks, and other documentation as required by Alberta Child Services Licensing. This position is responsible to ensure that the purchase of all furniture, equipment, and materials are arranged and completed in time for program opening. The Supervisor will also assist with promoting the program within the Heritage Christian Academy parent community.

GENERAL RESPONSIBILITIES

Responsibilities may include but will not be limited to the following:

Administration:

- Understand the requirements for program accreditation and assess the appropriate time to begin the process of accreditation.
- Fluent understanding of, and ability to carry out all legislative requirements as determined by Alberta Child Services Licensing.
- Prepare and maintain records, including all handbooks, according to Alberta Child Services Licensing requirements.
- Develop and monitor the Program Budget.
- Order supplies for the program according to HCECSC's ordering policies.
- Work with the HCECSC staff as necessary for registration and payment of fees.
- Assist the enrolment officer with preparing, reviewing, and managing all student registrations for the program.
- Inspect facilities and equipment on a regular basis to ensure standards are met.
- Regularly communicate and act as a resource for parents and caregivers.

Staff Supervision:

- Work in conjunction with the Executive Director to hire staff as required for the program.
- Complete performance reviews and provide regular feedback to Program staff.
- Ensure all staff meet the requirements for certification.
- Manage staff resources effectively to ensure teamwork, input, and planning opportunities exist for all staff.
- Orient new staff to the program and encourage professional development for all.
- Encourage all childcare staff to participate with the resolution of issues.
- Manage staffing plan, shift schedules, leave requests, and time sheets.

Program:

- Ensure the safety and well-being of each child.

- Plan and implement a program that ensures high-quality care reflecting the philosophy of Heritage Christian Academy; and strive to meet the needs of all children, utilizing clear and concise routines and rules.
- Design, plan, and prepare interesting and imaginative teacher-centered and child-centered activities that meet individual and group needs.
- Create and maintain a developmentally appropriate learning environment for children 4.5 – 12 years of age.
- Clearly communicate the philosophy of the program to families.
- Maintain accurate records for all children in the program and ensure that policies and procedures determined by Child Care Licensing Services are carried out daily.
- Create an environment that provides a variety of opportunities and methods for communication between staff and families

QUALIFICATIONS

- Agrees to and adheres without reservation to the HCESC Statement of Faith.
- Commitment to HCESC's vision, mission and values.

Education and Requirements:

- Child Development Supervisor Certificate (level 3), Early Learning and Child Care Diploma or equivalent.
- Valid Standard First Aid Certificate (CPR-C or higher).
- Current Criminal Record Check including Vulnerable Sector Search.
- Minimum of 3 years of experience running an Out of School Care Program including supervision of staff.

Experience and Skills:

- Strong interpersonal and communication skills.
- Ability to work independently and to exercise initiative.
- Strong organizational ability, with flexibility and ability to quickly adapt.
- Supervisory and management skill and experience.
- Ability to work with a wide range of ages and individual demographics.
- Leadership skills that take charge and motivate others.
- Ability to observe and assess staff and students and apply appropriate behavior-management techniques.
- Knowledge of, and ability to enforce, safety regulations and emergency procedures.

Working Conditions

- Noisy, high-energy environment.
- Requires some heavy lifting and physical labour.
- Walking (good mobility required).
- Unknown risks may be present during events that occur on the school premises.

Applications accepted by email:

Please submit your resume to careers@hccalgary.com

*This position is initially a temporary contract that may be extended pending a successful license application for the program.