

## Centre Supervisor

Kinderbrook Montessori, a leading Montessori childcare centre, is seeking for a highly motivated and qualified Centre Supervisor to oversee daily operations of our childcare facility. Ideal candidate must be able to ensure the safety and well-being of children in their care. Ideal candidate must be a caring individual whose primary goal is to nurture and inspire each child's love of learning. Ideal candidate should have the ability to follow the child and believe that the child will show their true nature within the Montessori environment.

### Qualifications

- Must be a Registered Early Childhood Educator in good standing with the College of ECE
- Montessori MACTE or AMI certification is considered an asset.
- Must have Minimum of 2 years of experience in a childcare setting.
- Must have strong knowledge of the Childcare Early Years Act Requirements (CCEYA).
- Must have Standard First Aid and CPR Certification Level C.
- Must have a valid Criminal Vulnerable Sector Check
- Must complete employers' necessary medical examination.
- Must have leadership skills and the ability to effectively manage a team.
- Must have excellent oral and written communication skills.
- Must have excellent interpersonal communication skills.
- Must have patience and humility.
- Must be able to multitask and prioritize responsibilities effectively.
- Must have strong knowledge of child development principles and practices.
- Must have strong organizational skills and attention to detail.
- Montessori experience is considered an asset.
- Second Language is considered an asset.

### Responsibilities

- Adhere to and enforce companies' policies and procedures.
- Adhere to all relevant regulations and guidelines related to childcare.
- Ensure compliance with all licensing and regulatory requirements.
- Maintain accurate records and documentation.
- Maintain quality, raise the standard of the centre and enrollments.
- Maintain a Montessori inspired environment.
- Maintain a clean and organized childcare environment.
- Maintain required sanitary practices.
- Monitor and evaluate the quality of care and make improvements as needed.



**Responsibilities cont.**

- Commit to preparing and maintaining the environment in perfect order.
- Must attend all extra events planned by the company.
- Oversee the daily operations of the childcare facility, including scheduling, staffing, program planning etc.
- Maintain proper staff records.
- Conduct regular staff meetings.
- Provide leadership, guidance, training, and support to staff.
- Promote staff performance through frequent formal and informal constructive feedback and staff evaluations.
- Identify training and professional development opportunities for staff.
- Work in collaboration with local professionals to support staff and children.
- Create a safe and nurturing environment for children to learn and grow.
- Ensure the safety and well-being of the children in care.
- Ensure children that receive healthy, nutritious and balanced meals and in accordance with public health
- Maintain accurate records on each child including medical, consent forms, attendance records etc.
- Maintain open and effective communication with parents and guardians.
- Collaborate with staff and parents/guardians to ensure the well-being and progress of each child.
- Communicate effectively and handle any issues or concerns that arise with children, parents, or staff members.

**Job Type**

- Full-time Monday to Friday
- Available to work hours between 7:30 a.m. – 6:00 p.m

**Benefits**

- Extended Health Benefits
- Extended Dental Benefits
- Vision care

