

Employment Opportunity

| | | |
|--|--|--|
| Job Title: Program Director | Date Posted: April 20, 2023 | Reports to: Director of Operations |
| Job Posting # Early-Childhood-Director-043-2023 | Date Closed: August 18, 2023 | Position Type: Full Time (2 positions) |

About Organization:

Connecting Dots Foundation Canada is a pioneer community-based not-for-profit organization providing quality initiatives and services to professionals, the community, parents and children. provides early intervention and school-aged programs for children aged 0-12 years with a disability or developmental delay, and their families. We also provide programs and resources that help you and your organization rise to the task and excel while carrying it out. We accept referrals for children aged 0-12 years.

About the Program:

At Connecting Dots Foundation, we aim to foster a lifelong love for learning in the children in our care. The renowned Reggio Emilia philosophy supports this goal, offering children an opportunity to learn through play and exploration, developing valuable skills in the cognitive, social-emotional, fine and soft motor areas with the environment as their third teacher. Despite the amazing benefit and tangible impact incorporating this philosophy into children's programming can have on a child's development, the philosophy is far too often misunderstood or misused.

At Connecting Dots Foundation, we recognize that to have successful inclusive environments we need to create opportunities for inclusion. Connecting Dots Foundation is committed to supporting inclusion by providing information, advice and training. Support can promote inclusion and can help children and families to be ready to share and thrive in everyday and community life. Connecting Dots Foundation has been involved in a number of collaborative community projects to promote community inclusion in key areas including sport, in the early childhood/school setting, with playgrounds and community events and activities. We work in partnership with community groups, schools and councils to achieve this.

Position Description:

- Supervise staff, trainees or volunteers. Ensure daily all children safety, health and well- being. Monitor staff performance and interactions with children.
- Supervise and co-ordinate activities of other early childhood educators and early childhood educator assistants.
- Update all Binders, including policies and procedures and forms.
- Conduct Monthly staff meetings, Monthly Fire Drills and Fire Hydrant extinguisher check & Administer Medications.
- Monitor and Review daily logs in all classrooms including communication binders with parents. Monitor Classrooms postings are up to date, especially postings for children with diverse needs and Program Plan.
- Communicate daily with Director of Operations for any concerns affecting the Safety, Health or Well-being of Children.

Employment Opportunity

- Review the weekly schedule.
- Monitor dates for the staff Ministry required documents i.e. Criminal Records Checks, CPR First Aid and others.
- Review Daily the classroom Attendance, make sure attendance are up to date and numbers of recorded in each classroom
- Set up field trips and supervise.
- Conduct daily inspections and remove hazards from all the classrooms to ensure children Safety, Health and Well-Being.
- Welcome and greet all parents daily, communicate with them for all concerns.
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members, Plan and maintain an environment that protects the health, security and well-being of children.
- Maintain daycare equipment and assist in housekeeping duties.
- Lead activities by telling or reading stories, teaching songs and taking children to local points of interest, provide opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Maintain an environment that protects the health, security and wellbeing of children.

Qualifications and Skills:

- A bachelor's degree or college diploma in early childhood education is required.
- Child development supervisor (ECE level 3)
- Clear criminal record check is required.
- Character references in respect of the person are required.
- A record of the person's work history/resume is required.
- Copies of any diplomas, certificates or other evidence of training and skills are required.
- Evidence that the person has complied with the Province's immunization
- Valid First Aid certificate is required.
- Valid CPR certificate is required.

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of Connecting Dots Foundation.
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization.
- Adhere to the policies and procedures of your program(s) and organization.
- Perform the duties outlined in this job description.
- Contribute in a positive way to the overall success of the program and organization.
- Participate in the establishment of program goals and objectives and set service priorities based on it.
- Demonstrate a positive and professional attitude when representing the organization in the community.
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings are required)

Salary: \$21 per hour

Position to commence: June 2023

Employment Opportunity

Please submit your resume to the Hiring Committee at jobs@clairmontdaycare.ca

Please add **Job Posting # Early-Childhood-Director-043-2023** to the email subject line and cover letter.

Connecting Dots Foundation Canada offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.