



Rural Frontenac Community Services

EarlyON Supervisor Job Posting

Position: Permanent Full Time
Hours: 35 hours per week, flexible, includes some weekends and evenings
Supervisor: Executive Director
Wage: \$27 to \$29 per hour

Major Responsibilities:

1. To oversee the EarlyON programs in Frontenac County
2. Administration
3. Recruit and supervise staff
4. Collaborate with community partners and the Consolidated Municipal Service Manager (CMSM)

1. To oversee the EarlyON programs in Frontenac County

- a) Develop the EarlyON weekly schedule to ensure service delivery hours and locations met the required service targets as set by the funder.
- b) Ensure the mandatory core services are delivered in a consistent manner
- c) Ensure adherence to the provincial pedagogical framework, including *How Does Learning Happen? Ontario's Pedagogy for the Early Years*
- d) Ensure compliance with the agency's policies and procedures and the EarlyON Operating Manual
- e) Support the development of a productive, healthy, safe work environment

2. Administration

- a) Ensure the collection, analysis and dissemination of aggregate program data
- b) Monitor and report on program trends at each location and across the agency by reviewing data and outcomes relevant to the program
- c) Identify system strengths and challenges and jointly develop with the CMSM strategies to capitalize on the strengths and address the challenges
- d) Ensure communication related to EarlyON programming is consistent across all the EarlyON agencies
- e) Participate as a member of the EarlyON Providers Group working with the CMSM
- f) Working with the Executive Director, prepare, oversee and maintain a balanced budget (purchasing and payroll)
- g) Oversee purchasing, petty cash and payroll for EarlyON programs
- h) Provide Executive Director with reliable information to enable informed decisions and advise of any risks that could create liabilities for the organization
- i) Ensure programs adhere to all pertinent acts, regulations and policies

3. Recruit and supervise Staff

- a) Recruit, hire and orient program staff for the EarlyON program
- b) Ensure the EarlyON programs meet the staffing requirements at all times



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- c) Organize training and professional development of program staff
- d) Facilitate team meetings, supervise staff and implement performance management

4. Collaborate with community partners and the Consolidated Municipal Service Manager

- a) Share information on program trends to anticipate needs and recommend adjustments to service delivery hours, locations, and/or targeted services to improve service delivery
- b) Identify system-wide training needs and work with the CMSM to develop and execute a plan for the delivery of training
- c) Ensure that the programs are perceived by the community in a positive manner
- d) Coordinate outreach to community partners in the enhancement of EarlyON services and referral networks
- e) Participate in county networks and initiatives and maintain regular contacts with community agencies
- f) Develop and monitor community partnerships for the provision of services

Qualifications and Experience:

- Diploma or Degree in Early Childhood Education
- Current member in good standing of the College of Early Childhood Educators
- RECE with 5 years of experience delivering early years services
- Valid driver's license and access to a reliable car
- 3 years of Supervisory experience
- Extensive knowledge of relevant community agencies
- CPIC
- Experience in program planning, development and evaluation

Knowledge and Skills

- Strong understanding of child development and the role of the parent as first teacher and expert on their child
- Demonstrated competency in supporting staff in working with diverse families and in particular needs of families in rural Frontenac County
- Demonstrated competency in forming strong, positive, responsive and professional relationships with staff and communities
- Demonstrated ability to proactively identify and resolve issues and program challenges
- Acts in accordance with the College of Early Childhood Educators *Code of Ethics and Standards of Practice*
- Demonstrated leadership ability in implementing emergent programming within the context of the Provincial Pedagogical Framework, including *How Does Learning Happen? Ontario's Pedagogy for the Early Years* and demonstrated competency in pedagogical documentation and strong understanding of the importance of pedagogical documentation in programs
- Strong working knowledge of community resources and supports available for young children and their families
- Strong oral and written communication skills



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- Excellent computer literacy and communication skills
- Ability to work sensitively with people of diverse backgrounds who experience poverty/discrimination
- Demonstrated competence and good judgement to manage difficult situations involving emergencies, crisis, interpersonal conflict and hostile behavior
- Ability to work independently

Please send a resume with cover letter to louisem@rfcs.ca or drop off to 1004 Art Duffy Road, Sharbot Lake, ON.

RFCS is committed to inclusive recruitment and hiring practices in line with Ontario's Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our goal is to attract, employ, guide and retain a diverse workforce, addressing the needs of marginalized groups, including women, members of the LGBTQ2S+ community, newcomers, racialized individuals, people with disabilities, Indigenous people, and all visible minorities. We welcome all applicants, recognizing that diversity enhances our workplace and our mission of unity in diversity.