

Lamplighter Preschool is currently searching for a person to fill the position of:

Administrative Supervisor

Job Description

SUMMARY STATEMENT

The Administrative Supervisor assumes responsibility for the day-to-day operation of Lamplighter Preschool. The Supervisor is responsible for coordinating, working effectively with staff, working with families and children, connecting with the community, mentoring students and administrative responsibilities related to the day to day operation of LPS> The Supervisor is responsible for providing leadership in following the policies and procedures of LPS.

MAJOR RESPONSIBILITIES/DUTIES:

Administration

1. Assist the Board of Directors with the development and monitoring of the budget.
2. Ensure that adequate records are maintained and compiled and reports given to the sponsoring agencies.
3. Maintain provincial standards.
4. Maintain a safe and healthy environment for the children and to create a relaxing and welcoming atmosphere.
5. Regularly contact, and act as a resource for, parents and caregivers.

Program Development, Planning and Implementation:

1. Plan and implement a program that reflects the philosophy of LPS.
2. Coordinate the programming of the Children's Program with the curriculum.
3. Ensure that all relevant records are kept.

Staff Supervision:

1. Manage staff members effectively to ensure that they work as members of a team, have input into planning and have opportunities for improving their professional skills.
2. Provide coverage for absent staff members when required.
3. Conduct staff meetings and support professional development.
4. Provide support and direction to staff regarding child development.
5. Assist the Board with the hiring process and make recommendations on staffing.
6. Be aware of, administer and comply with all relevant policies.

Public Relations:

1. Promote a positive image of LPS to the public.
2. Maintain adequate liaison with the appropriate agencies, professional associations and other childcare programs.
3. Be knowledgeable, informed and current on childcare philosophy.
4. Coordinate an Annual General Meeting.

Requirements/Qualifications:

1. Formal training in Early Child Development.
2. Three to five years experience in the childcare profession.
3. Current CPIC
4. CPR, First Aid
5. Excellent communication, presentation and interpersonal skills.
6. Excellent organizational skills and initiative.
7. Creative problem solving skills.

Performance Competencies and Criteria:

- Demonstrated ability to make informed decisions and to follow through on decisions made.
- Demonstrated knowledge of the profession and ability to apply that knowledge in the Program.
- Demonstrated effective communication and interpersonal skills.
- Demonstrated teamwork and with internal and external contacts- being able to work collaboratively with others.
- Demonstrated organizational abilities.
- Demonstrated ability to be tactful- being respectful and polite when dealing with people; and being able to appropriately deal with people in difficult situations.

Salary Range: \$18.00 -20.00/ HOUR (progressive)

Applicants are requested to submit their resumes prior to September 25th, 2009
to:

Lamplighter Preschool
186 East Street
Napanea, Ontario
K7R 1S8, Canada

Please: no phone calls or e-mails regarding this position