

**ANDREW FLECK CHILDREN'S SERVICES  
JOB DESCRIPTION**

**Date: 05/07/2018**

**JOB CLASS:** GROUP PROGRAM COORDINATOR

**JOB TITLE:** PROGRAM COORDINATOR

**LOCATION:** VARIOUS LICENSED GROUP CHILD CARE PROGRAM

**REPORTS TO:** SITES GROUP PROGRAM Director

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**SUMMARY:**

Under the guidance of the Program Director this position plans and directs the program of the child care centre, is accountable for the care of the children, supervises staff, and is responsible for license compliance. The Program Coordinator has responsibility for the day -to -day operations of the centre, including: enrolment, staffing, training and development, employee relations, parent relations, Health and Safety, and electronic data management. The Program Coordinator monitors and coordinates the provision of nurturing, inclusive care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment. Follows requirements of all municipal, provincial and federal regulations; follows policies and procedures identified in the Child Care and Early Years Act (CCEYA); and follows the policies and procedures of Andrew Fleck Children's Services.

**KEY OBJECTIVES:** Perform duties in accordance with the mission statement and core values of AFCS and the mandate of Group Program

- To provide high quality, inclusive, child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care.
- To assume a supervisory and leadership role to the group that the program coordinator is responsible for.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:**

1. Supervises and coaches educators, students and support staff; schedules work and assigns responsibilities; chairs program staff meetings; participates in staff hiring and dismissal; evaluates educators and support staff; orients and trains staff and others; facilitates communication among group staff; ensures sharing and distribution of resources, arranges for replacement staff as needed; acts as educator role model and provides leadership to the team.
2. Provides leadership and assists staff in planning and implementing the daily program of activities to ensure innovative, high quality, developmentally appropriate and culturally diverse, inclusive programs. Leads, guides and supports the early learning education team with strategies and resources to ensure full participation of all children, considering ability, cultural and linguistic diversity and Indigenous identity so that all children have opportunities for engagement, exploration

and expression. Supports program staff with monitoring and evaluating the programs to ensure they meet the needs of children and families.

3. Works with the Program Director to ensure the implementation of a philosophy of early learning and care at the centre is aligned with AFCS philosophy and vision, current pedagogical approaches, and the strategic priorities of the Agency.
4. Ensures compliance with all CCEYA staffing requirements including but not limited to: orientation of new staff, staff qualifications, monitoring of performance and compliance to policies, development and implementation of individual and medical needs plans for children in care, emergency management, training and development of staff, staffing ratios and group size, and all others as outlined in the CCEYA.
5. Monitors and supports employee performance development of all centre staff; delivers and documents performance reviews in compliance with CCEYA Legislation and AFCS policies. Monitors training and tracks learning of all staff. Ensures the Program Director is aware of any non-compliances with staff performance; consults with Program Director and Director of Human Resources regarding staffing actions and implementation of development plans.
6. Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs, parent/guardian meetings, and case conferences as required. Resolves parent concerns and complaints in accordance with AFCS policies. Collaborates with families to access information and resources to make informed decisions about their child. Advocates for children and families in partnership with families and colleagues.
7. Oversees the progress of the children and the group; demonstrates knowledge and application of methods of observation, documentation, and assessment to support group learning; Leads and supports documentation processes and critical reflection to enhance the program with new ideas and approaches
8. Manages and establishes linkages with partners in the community to strengthen and maximize partnership opportunities for children and families
9. Oversees and monitors the health and safety of the centre; ensures implementation of standards set by the CCEYA ; refers health and safety concerns to the Licensed Group Program Director and makes recommendations for change; records and reports accidents and serious occurrences; makes arrangement for ill children and ensures notification of parents and supervision of child; oversees the administration of medication and arrangements for alternate pick up of late children; ensures centre in in compliance with sanitization regulations and food handling regulations . Works in accordance with Ontario Occupational Health and Safety Standards. Responds to maintenance and repairs of centre.
10. Manages centre enrolment; conducts family interviews and orientation to the centre, data collection, the preparation of monthly family billing and meets annual service targets.
11. Prepares and produces written documents to meet program information and communication needs; Administers group documentation and equipment and supplies budget; monitors budget and maintains petty cash; updates schedules and timetables regularly; designs documents for group use;

maintains children's attendance records, emergency information and the daily log book; collects medication information from parents and informs staff; approves staff attendance records; develops prioritized list of equipment and supplies; oversees arrangements for field trips and special events; participates in Program Coordinator meetings; keeps Program Director and Executive Director informed of pertinent information; answers and returns phone calls, emails; provides mail services.

12. Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.
13. Dependent on group size or needs, Program Coordinators may participate in ratio with a group of children for part of the day.
13. Other related duties as may be assigned by the Program Director.

#### **PROGRAM COORDINATOR QUALIFICATIONS**

- Early Childhood Education Degree or Diploma
- Must be registered and a member in good standing with the CECE
- Minimum of 5 years of child care experience
- Supervisory and/or designate experience an asset
- Well-developed skills in areas such as leadership, communication, organization, assessment, confidentiality, commitment and accountability, initiative and resourceful
- Strong administrative and organizational skills
- Sound knowledge of CCEYA
- Knowledge of best practices in the Early Learning development field
- Commitment to social inclusion and strong and effective relationship builder
- Ability to work independently and in a team environment
- Proficient in Microsoft Office
- Demonstrates the ability to network with community agencies and partners
- Criminal Reference Check 180 days current to hiring date
- Current Standard First Aid and CPR- level C