



Early Childhood Education Supervisor

Location: Prince Philip Drive Campus – St. John's

Job Opening ID: 10367

Permanent, Full-Time

Commencing: As soon as possible

Deadline to Apply: May 12, 2019

INTERNAL POSTING

Job Information

DUTIES: The Early Childhood Education Supervisor performs supervisory work in the daily supervision of staff and programs at College of the North Atlantic's ECE Demonstration Child Care Centre at Prince Philip Drive Campus. This position will be required to work closely with the Manager of the Centre in supervising a group of Early Childhood Educators; planning, implementing, and supervising the ongoing child care program in consultation with other staff and in accordance with established policies, procedures, and legislation; supervising and participating in various children's activities; assisting in the coordination of learning/field placement activities and demonstration exercises for students enrolled in the College's ECE Program; assisting in the evaluation of student performance during their field placement and providing feedback to faculty; assisting with planning staff development activities; and participating in parent meetings and other advisory committee meetings as required. The incumbent also assumes responsibility for the operation of the Centre during the absence of the Manager. Other duties may be required to ensure the efficient and effective operation of the child care centre.

QUALIFICATIONS: Candidates must have extensive knowledge of early childhood education best practices and principles, programming, and relevant legislation. Strong communication, organizational and planning, supervisory, and conflict resolution skills are required. The ability to build trusting and positive relationships with children, families, students, and faculty while cooperatively working as a member of a child care team will be essential to this role. Candidates must possess a Diploma in Early Childhood Education; Level II Certification from the Association of Early Childhood Educators Newfoundland & Labrador (AECENL); and at least three years of experience working in a licensed child care setting. Previous supervisory experience would be considered an asset. The following documentation is required prior to commencing employment: clear certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC) to include all jurisdictions in which the applicant has lived in the past 10 years; clear vulnerable sector records check (issued by RCMP/RNC) to include all jurisdictions in which the applicant has lived in the past 10 years; emergency level (one day) diploma/certificate in first aid and CPR dealing with children; and a current and up-to-date record of immunizations.

SALARY: CG-E29 - \$44,626.40 - \$49,558.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758 7229.