

Skyview Daycare Ltd.

Brand new Early Learning & Childcare Center coming soon, over 6000 sq. ft. located in northwest Edmonton.

Child Development Supervisor (Level-3)

Permanent full-time Position

Key duties and responsibilities

- Organization of Leadership and Supervision for the Child Development Assistant or Child Care Worker.
- Ensure that appropriate discipline methods are utilized, communicated and applied for each child
- Maintain quality childcare within the program and assist with the fulfillment of licensing and accreditation standards.
- Maintain all applicable and complete records, along with updated documentation
- Implement the appropriate curriculum within programs and conduct correct policy procedures
- Program Planning and instruction of the child care facility daily duties and operations.
- Make certain the safety and welfare of each individual child and staff member
- Demonstrate a positive and helpful attitude with parents, caregivers, and children.
- Track child information such as: attendance, sign-in sheets, and student counts.
- Oversee program budget and report to General Manager accordingly
- Assist with hiring and training of staff

Qualifications

Child Care Supervision Certification (Level 3) - minimum or equivalent

Current Standard First Aid with - Level C CPR

Criminal Records Check with vulnerable sector

Food Handlers Certificate

Experience in Childcare
Other Requirements
If you have Early Learning & Childcare Education and are passionate and committed to childcare, we would love for you to join our family. Looking forward to meeting you!
How to apply
Please submit your resume via email: skyviewdaycare@hotmail.com .
Closing date
Posting closes July 7 2019.