



Dentonia Park Co-operative Nursery School  
140 Dawes Rd · Toronto, ON · M4C 5C2 · 416-691-1202  
www.dentonianurseryschool.ca dentonianurseryschool@gmail.com

## GENERAL INFORMATION

**Job Title:** RECE Supervisor

**Hours:** 24.5 hours per week, plus occasional non-program evening hours, September to June

**Salary range:** \$20 - \$25 per hours to commensurate with experience

**Start date:** August 27, 2018

**Deadline for applications:** Monday, April 30, 2018

Interested candidates are invited to submit a resume with a cover letter. Only those selected for an interview will be contacted. Please clearly mark your application with “**RECE Supervisor**” in the subject line.

**Contact:** Michelle Kwan

Dentonia Park Nursery School

www.dentonianurseryschool.ca

[dpnshiring@gmail.com](mailto:dpnshiring@gmail.com) (resumes will be accepted by email only).

### **Dentonia Park Co-operative Nursery School (DPNS)**

DPNS is a non-profit, family/community centered, parent-run co-operative located in East York. The primary purpose of the playschool is to provide a safe, stimulating learning environment that respects the close parent/child bond. Our model of early childhood education utilizes a child centered, emergent curriculum with an emphasis on creativity, collaboration, critical thinking and conflict resolution in a play based and inclusive environment.

### **DPNS Program**

DPNS offers a morning program 5 days per week from 8:45am to 11:45am for children aged 2-4 years from September to June.

During the school year, DPNS follows the TDSB holiday schedule, which includes paid December and March breaks.

### **Experienced RECE Supervisor**

The Supervisor is a Registered Early Childhood Educator responsible for assisting in program development. The Supervisor will work with children along with the program staff and duty day parent volunteers as well as an executive board made up of parent volunteers.

As a co-op, DPNS relies heavily on parent participation and is looking for a candidate that



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welcomes parental input and can develop a strong relationship with participating families.

The Supervisor must have a high degree of emotional and physical stamina, a high level of empathy, maturity, patience, objectivity, creativity and have the capacity to form meaningful relationships with children and their families, staff and volunteers. The Supervisor must also be skilled and comfortable dealing with external stakeholders such as representatives from both municipal and provincial governments and be the “face” of DPNS, representing and promoting the school in the larger community. We are seeking an individual who is interested in building a long term relationship with our school.

### **Required Skills**

- Strong programming skills and familiar with ELECT principle and "How Does Learning Happen" - Ontario Pedagogy Learning
- Knowledge of required licensed child care policies and procedures
- An understanding of Ontario child care legislation and standards, including the Child Care and Early Years Act 2014 and Toronto Public Health and Licensing Regulation.
- Excellent behaviour management skills, including problem solving, positive reinforcement and redirection strategies, implemented in a gentle and caring manner.
- Excellent organizational skills
- Patient and calm while dealing with children
- Well-developed interpersonal and relationship building skills
- Reliable
- Ability to be flexible, show initiative and work independently
- Excellent English language communication skills, both verbal and written
- Proficiency in MS Office and experience in basic office administration
- Ability to use frequent medium physical effort for purposes of set-up/take down as school runs out of a community church

### **Essential Qualifications**

- Early Childhood Education Diploma, Registration with the College of Early Childhood Educators
- Ability to be approved by our licensing ministry as Supervisor
- Minimum of two years' experience as E.C.E. Supervisor
- Excellent English language communication skills, both verbal and written
- Clear Medical assessment and TB Test and Immunization Record
- Clear Vulnerable Sector Police Reference Check



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- Valid Standard First Aid and Infant Child CPR-Level 3 (16 hour course) (WSIB approved)
- Toronto Public Health Food Handler Certificate
- Working knowledge of the Child Care Early Years Act, Occupational Health and Safety Act, Employment Standards Act, Health Act and the Child and Family Services Act and the ability to meet the specifications of these acts and any other regulations which apply to this field

### **Asset Qualifications**

- Experience working in a school environment (not only in a daycare environment)
- Experience in a parent participation (co-op) child care setting

### **Job Description and Responsibilities**

- Oversees the daily program plan, staff supervision and ongoing care of the children
- Ensuring procedures carry out all legal and licensing requirements, policy decisions of the centre's Board of Directors and fulfill the goals and objectives of DPNS
- Plan and implement the daily program for the children, both independently and as part of the team, and in keeping with the philosophy of the school
- Program planning to include but not limited to the following: circle time, theme activities, rotation of toys, sensory bin preparation, craft/art activities, tactile/gross motor activities
- Set up daily equipment based on weekly curriculum, goals and themes; maintain this equipment as required
- Provide ongoing empathetic and nurturing support and care of each child; positively reinforce and guide children's behavior and encourage interaction and relationship building between children
- Work with the Nursery School Teacher, parents/volunteers, and children to promote DPNS philosophy of learning
- Plan, implement and review children's experiences in accordance with the DPNS philosophy and program goals
- Record daily attendance and sign out children to their guardians at the end of each morning
- Record and manage incident reports and behavioral reports as required
- Assist in monthly fire drills as per centre specification
- Provide Parent Liaison with observations and feedback to assist in student reports
- Assist in annual set up and take down of program, including cleaning and organizing to maintain Public Health Requirement.



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- Maintain health and safety requirements as per DPNS policies and procedures and know the serious occurrence procedures
- Participate in General Meetings, Board Meetings, and Registration & Fundraising events that occur outside of Program Hours
- Participate in program/performance review with Teacher Liaison (min twice a year)
- Contribute to the on-going operation of DPNS

Only those selected for an interview will be contacted. The hiring process includes:

- Phone interview
- In-person interview
- Reference Check
- In class room Trial
- Candidate Selection

As the successful candidate you must have a sunny disposition, positive attitude, love caring for children, and work well as part of a team. We are looking for an exceptional early learning professional to join the DPNS community.