

FIRST NATION OF NA-CHO NYAK DUN (FNNND)

POSITION TITLE:	Daycare Supervisor
DEPARTMENT:	Education, Youth and Daycare
SUPERVISOR:	Manager, Education
DATE:	April 2022
STATUS:	Regular Indeterminate
CLASSIFICATION:	Level 7

Job Summary

Reporting to the Manager, Education, the Daycare Supervisor is responsible for administering the operation of the Dunena Ko'Honete Ko Daycare, which includes, program development and delivery, ensuring operations are in compliance with Yukon Government (YG) Childcare regulations and FNNND policies. This position maintains a high standard of early learning and childcare (ELCC) by working closely with parents/guardians, Early Childcare Educators (ECE), staff, community, and other resources. The incumbent is primarily responsible for creating a caring, safe, and stimulating environment that reflects the Northern Tutchone culture and adheres to caring, sharing, teaching, and respect.

Main Duties

1. Dunena Ko'Honete Ko Daycare Operations:

- Coordinating, developing, and implementing the annual work plan, day-to-day operational plans, and reporting requirements
- Monitoring and maintaining inventory of program clients, materials, supplies and equipment of the facility
- Ensure culturally relevant programming (values, heritage and language) are incorporated into daily programming initiatives
- Ensure exceptional children with special care needs receive the best possible care (i.e., coordinating speech and hearing pathologist support, etc.)
- Ensure YG protocols, procedures, and inspection checklists are in compliance, adhered to and monitored effectively
- Develop, maintain and implement confidential, secure records and information management systems
- Research, develop, and recommend operational policies, procedures and practices, including, funding proposal ELCC initiatives
- Prepare and process annual budgeting in consultation with the Manager, Education
- Prepare monthly billing and reporting for YELCC and YG, administers fundraising accounts
- Ensures annual licencing renewal applications are completed with YG and Village of Mayo (VOM) in a timely manner

- Liaises with other entities (i.e., other YFNs and community daycares, VOM, CDC, YELCC, families, FNNND, etc.) to assist in program development
- Ensures regular communication with the Manager, Education, parents/guardians, community, and FNNND

2. Dunena Ko'Honete Ko Daycare Personnel:

- Provides guidance, motivation and support to staff while maintaining a respectful, caring, safe, healthy, stimulating work environment with clear and consistent communication
- Supervises staff to ensure goals, objectives and expectations are being met and training development plans are in place
- Ensures YG Regulations and guidelines are reviewed regularly

3. Other duties as required.

Qualifications

1. Education & Experience:

- Completion of Grade 12 (or equivalent) and Level III Childhood Education Certification (preferred) or Level II Childhood Education Certification (required)
- Knowledge of early childhood development theory, principles, and practices, as well as resources, programs, and services an asset
- Two years of office administrative experience, including supervisory (preferable in a daycare setting)
- Knowledge of FNNND, history, culture, traditions, demographics, goals, and aspirations
- Knowledge of YG and Federal legislation, funding sources, services, programs etc. related to ELCC

2. Office Equipment Skills:

- Computer skills (MS Office, Outlook)
- Phone, fax, copier

3. Administrative and Supervisorial Skills:

- Ability to develop and implement goals, objectives, strategies, and work plans
- Leadership, supervisory, decisiveness, problem-solving, and team building skills
- Strong written and oral skills
- Financial aptitude and an understanding of funding sources
- Effective time management skills
- Research and analytical skills
- Conflict resolution and problem-solving skills while maintaining confidentiality

4. Interpersonal Skills:

- Ability to work effectively in a team environment
- Ability to work independently with minimal supervision
- Ability to build and maintain good internal relations with staff, FNNND, and children and their parents/guardians
- Ability to foster trust and participation at the community level
- Uses discretion, good judgement, flexibility, tact, and diplomacy
- Mentor skills in ability to motivate

- Ability to maintain a positive, friendly, respectful, and professional demeanor in stressful situations while demonstrating sound judgement
- Ability to work with children and be a positive role model while also being aware of social issues related to the community

Decision-Making

Long-term goals, objectives, and priorities for this position are established by the Manager, Education. The position is expected to act independently on a routine basis, provide efficient and effective leadership of the Daycare’s program and services and to deal with challenges, needs and issues as they arise. The incumbent will be responsible for day-to-day supervisory of the program in achieving program objectives and is expected to design and blend regulatory programming with cultural, language and heritage programming.

Impact/ Accountability

The Daycare Supervisor requires minimal supervision and is accountable for ensuring efficient program delivery of the Dunena Ko’Honete Ko Daycare, which includes operational administration, compliance monitoring and effective program development. Program curriculum and specific Indigenous programming requires extensive planning, coordination, partnerships, and regular collaboration with multiple parties. Should operational administration not be in compliance with specific laws, regulations and policies this can result in facility closure and terminate a program that is a necessity in community, which can cause irreputable damage to FNNND public service.

Key Personal Contacts and Nature of Contacts

<i>Who</i>	<i>Nature of Contact</i>
Elders	Traditional cultural rules apply
FNNND Citizens	Exchange information with regarding projects/events.
Chief and Council	May be asked to exchange information with regarding projects or events.
Manager, Education, Youth and Daycare	Will receive direction from and report to.
Staff	Will work with on projects and daily duties.
Early Childcare Educators	Will supervise and give direction to.
Outside Organizations	Will deal directly with in meetings and conferences.
Children	Will supervise and care for
Parents/Guardians of children	Exchange information with regarding projects/events and their children while maintaining confidentiality.

Positions to Supervise

- Early Childcare Educators
- Student ECE

Working Conditions

The position is located at the Dunena Ko'Honete Ko Daycare, the surrounding grounds, with occasional trips to JV Clark School and the FNNND Government office. The incumbent is expected to function in a courteous and tactful manner and be able to handle several projects/ events at the same time, which can be stressful. Concentration is often required when performing administrative functions, developing plans and budgets, writing proposals, reporting to FNNND, and organizing and facilitating events. There may be the requirement to deal with individuals with substantially different values and beliefs, and emotional or angry parents/guardians with the occasional need to deal with formal complaints regarding staff or services. Working with children can also be stressful with the occasional need to respond to emergencies, injuries, or medical related issues. There is a requirement for frequent travel within the community, to work outside for outdoor recreational activities, as well as occasional requirements to go outside of Mayo for training. There also may be a need to work overtime and weekends to meet program needs and occasional lifting and transporting of supplies.

Conditions of Employment

- Oath of Confidentiality and Code of Conduct
- Security Clearance
- First Aid and CPR Level C (Wilderness First Aid preferred)
- Valid Class 5 Driver's License and Driver's Abstract