https://www.trianglesudbury.ca/en/job/early-years-site-supervisor-rece/

Early Learning Site Supervisor

Employment Type
Full-time

Base Salary
$ 34 - $ 36

Duration of employment
Permanent

Working Hours
37.50 hours per week

Date posted
October 27, 2026

Valid through
09.11.2026

Description

We are seeking an experienced and passionate Early Years Site Supervisor to join our team at Magic Triangle Childcare. This role supports a culture of pedagogical excellence and continuous learning while working directly with educators and children to implement high-quality, play-based, and inquiry-driven programming. The Site Supervisor will also provide mentorship, foster collaboration, and ensure compliance with licensing standards across all programs.

Responsibilities

Key Responsibilities:

- Staff Mentorship: Provide ongoing mentorship to educators, support reflective practice, and promote professional growth through regular coaching sessions.
- Pedagogical Leadership: Champion responsive and inclusive pedagogical approaches, conduct program quality assessments, and guide curriculum planning.
- Direct In-Program Engagement: Model best practices, support positive interactions, and co-create meaningful learning experiences with children and educators.
- Pedagogical Documentation: Lead documentation practices, review learning stories, and ensure alignment with developmental goals.
- Family and Community Partnerships: Build trusting relationships with families, guide staff on effective communication, and ensure a welcoming environment.
- Compliance & Administrative Oversight: Maintain regulatory compliance, collaborate on payroll, attendance, and billing processes, and monitor health, safety, and environmental standards.
- Collaborative Leadership: Work with leadership teams to maintain consistent, high-quality approaches across programs.

Qualifications

Qualifications:

- Diploma or degree in Early Childhood Education from a recognized institution.
- Registered and in good standing with the College of Early Childhood Educators.
- Minimum 3–5 years of experience in early childhood education with demonstrated leadership and mentorship experience.
- Valid Standard First Aid and CPR-C certification.
- Valid Food Handler Certification (or willingness to obtain).
- Clear Police Vulnerable Sector Check (CPIC).
- Knowledge of child development, How Does Learning Happen?, and the Childcare and Early Years Act (CCEYA).
- Bilingualism (French and English) is an asset.
- Strong communication, interpersonal, and problem-solving skills.

Incentives and Benefits:

- Pension plan with matched employer contributions (enhanced Plan B)
- Company-paid comprehensive benefits plan which includes prescription drugs, dental, vision, paramedical services, medical supplies, life insurance, medical-emergency travel insurance (enhanced Plan B)
- Employee & Family Assistance Plan (EFAP), and more
- Cost-Plus Health Spending account to supplement the existing benefits plan
- Up to 12 Wellness Days per year
- “Stay Fit, Stay Healthy” reimbursement incentive program for physical and wellness courses
- Employee discount on childcare fees for your child(ren)
- 3 weeks vacation after only 3 years, 4 weeks after 5 years and 5 weeks after 10 years
- Personnel Appreciation days (additional paid days off) and monetary bonuses to celebrate years of service milestones
- Annual paid Professional Development Symposium
- Reimbursement for employment-related professional membership dues
- Employee Representatives Committee

Working Conditions:

- Ability to work across multiple locations within Greater Sudbury.
- Flexibility to work during Magic Triangle’s hours of operation (6:00 am to 6:00 pm), with occasional evening/weekend shifts for professional development.
- Ability to lift up to 45 pounds and perform physical tasks such as bending, stretching, and walking.
- Interactions with staff, families, children, and community partners.