



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center

P.O Box 771
Kahnawake Mohawk Territory, QC J0L 1B0
Tel: (450) 632-7603
Fax: (450) 632-3357
E-mail: info@stepxstep.ca
www.stepxstep.ca

JOB OPPORTUNITY

Deadline Extension

- POSITION** Supervisor of Program Services
- DURATION** Indeterminate Full-Time (37.5 hours per week)
Twelve (12) Month Probationary Period
Start Date: August 19, 2024
- SALARY** Commensurate with education and experience according to the Step by Step Salary Scales Assistant Director Type 3: \$38.85 to \$45.71 per hour

JOB SUMMARY

Under the direct supervision of the Executive Director, the Supervisor of Program Services is responsible for coordinating, managing and administering the program services at Step By Step Child and Family Center consistent with the Vision, Mission and Mandate.

A copy of the job description is available on the Step by Step website (www.stepxstep.ca)

QUALIFICATIONS/REQUIREMENTS

- Bachelor's Degree in Education or Teaching Certificate (Brevet D'enseignement)
- Experience in a supervisory role in a related field with further certification in an area related to Childcare Management
- Five (5) years' work experience in an Inclusive Early Childhood Education field

SKILL REQUIREMENTS

- Strong leadership and interpersonal skills
- Ability to communicate, collaborate and build positive, supportive and respectful relationships with colleagues and families
- Experience working with children who have a range of abilities and needs including children with disabilities and/or social-emotional challenges
- Experience in supervision and program coordination
- Knowledge of Early Childhood Education program development and planning
- Experience and knowledge in Inclusive Education practices
- Must possess strong oral and written communication skills
- Knowledge of Kanien'keha culture and language is an asset, willingness to learn is essential
- Capable of working in English and working knowledge of French is an asset

APPLY TO Please submit a CV, letter of intent, copies of educational records and the name and contact information of two (2) professional references to:

Skahsennati Delormier, Human Resources Coordinator
skahsennati.delormier@stepxstep.ca

DEADLINE **May 17, 2024**

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE CONSIDERED

PLEASE NOTE THAT PREFERENCE WILL BE GIVEN TO FIRST NATIONS CANDIDATES

PLEASE NOTE THAT WE WILL ONLY CONTACT THOSE CANDIDATES WHO WE INVITE FOR AN INTERVIEW