

OOSC- ARTS & EXPRESSION PORTFOLIO

DESCRIPTION

The *Arts & Expression Portfolio*, your job is to work as part of a team mentoring and supervising children while providing a safe, fun, clubs based environment. You will be responsible for ensuring your daily, weekly, monthly and yearly duties are *executed with excellence- outlined in your portfolio*. You will be in charge of the months planning and preparation of any and all *Arts, Crafts and Expressive projects/ play, the child Leadership Program, creating all signage for the program* as well as a Section Audit (*Equipment Audit*). You report directly to the Program Coordinator.

The *Arts & Expression Portfolios* additional qualities/skills needed are:

- Strong supervision and leadership skills
- Strong communicator, both written and oral communication
- Knowledge and familiarity with the Child Care Accreditation Standards, measures, and process
- Knowledge of the jurisdiction of the Alberta Child Care Act
- Possession of basic computer and technological skills, especially Word, Excel, Adobe, and internet (preparation of documents in various formats such as PDF, Word, etc., electronic file naming, uploading documents).
- Ability to maintain the confidentiality of inner workings/ staff / or issues that may arise
- Ability to maintain a routine, transitions, and expectations effectively and consistently
- Attention to detail with a focus on goals
- Excellent follow-up and takes initiative
- Continuously innovative and creative
- Ability to be work with a limited budget and use recyclables often as possible
- Spirit of teamwork and professionalism
- Ability to convey a Family Run Feel

Above all, you must ensure that the program is maintaining a high level of FUN & EXCITEMENT for children, families and the rest of the team

8 AREAS OF RESPONSIBILITY

1) Program Support/ Leadership

- Be a brand ambassador- Face of the company to families and community members.
- Attends all Team Meetings.
- Fosters culture surrounding continuous communication and "Family-Run" feel with the team.
- Be accountable and takes pride in the program, its operations, and team.
- Leads children through planned and spontaneous activities.
- Build respect through fairness and routine with the children.
- **Creates artwork/signage** based on a weekly theme to decorate the Centre and theme table for the following week
- Oversees and fosters all "**Spotlight**" postings

2) Supervision & Planning

- Performs excellent execution of *Every Face, Every Section, Every Time You Walk the Floor*.
- Performs excellent execution of *Active & Effective Supervision*.
- Excellence in execution of your scheduled activities daily.
- Knows ratio numbers at all times
- Completes planning for the following week for Friday Portfolio Planning Review with Program Coordinator.
- Assesses and anticipates possible risks when planning activities.
- Take the time every day to have one on one opportunities with as many children as possible.
- Uses planning time effectively.
- Oversees and plan all "**Literacy Planning**" during the month.
- Oversees and fosters all "**Leaders of the Day**" during the month and help them plan their activities.

3) Safety & Cleaning

- Completes weekly Section Audits.
- Ensures all safety and cleaning practices are being met.
- Knows emergency procedures at all times.
- Constantly assesses and anticipates risks during activities.

3) Every Family Leaves Happy

- Talks to every Family! – builds respect and trust.
- Fosters culture surrounding continuous communication and "Family-Run" feel with families and community members.

- Effectively communicates with parents any child difficulties, issues or account discrepancies.

Growth and Accountability

- Always innovates new ideas to better the program.
- Seeks continuous improvement of supervision and development through asking questions and for support when needed.
- Continues to train and further your education with Professional Development Coordinator.
- Attends all mandatory workshops and meetings
- Creates and maintains a Professional Personal Portfolio

5) Employer of Choice

- Promotes the **Early Childhood & Development industry** as a professional career **NOT** as a daycare or babysitter job! - a position to take pride in!
- Catches team members "doing it right" and celebrates publicly.
- Fosters culture surrounding continuous fun and excitement in the workplace.
- Helps Program Coordinator plan staff events for culture and moral building.

6) Licensing, Accreditation & Community Involvement

- Be accountable for maintaining licensing, brand and accreditation standards at all times.
- Participates in building/ maintaining current Accreditation documentation.
- Involves local businesses, associations, schools and community members to participate in the program and your planning.

7) Centre Quality & Maintenance

- Sets up and tears down of program daily
- Consistently evaluates the quality of the program and its delivery to the families (*parent's eye view*)

8) TimeSavr, Registrations & Reporting

- Ensures all hours are recorded properly and on time.

ARTS & EXPRESSION PORTFOLIO		
MANAGEMENT STRUCTURE & ACCOUNTABILITY BOOKLET	WEEKLY PLANNING OUTLINES	WHY DON'T SOME ACTIVITIES WORK? SHEET
THE PORTFOLIO SYSTEM	ARTS & EXPRESSION PLANNING	PLANNING SHEETS (EXAMPLES)
JOB DESCRIPTION / RESPONSIBILITIES / SCHEDULE	A – Z TYPES OF ART	PLANNING SHEETS
TOPP KIDS DAILY OUTLINE	LOOSE PARTS PLAY	SECTION AUDIT
LEADERSHIP PROGRAM	LITERACY PLANNING	EMPLOYEE EVALUATION

Weekly Schedule

(based on average week, the schedule may change due to school times, shifts, PD Days or Spring Break)

DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	Set up /Sanitation (6:45 am – 7:00 am)	Set up /Sanitation (6:45 am – 7:00 am)	Set up /Sanitation (6:45 am – 7:00 am)	Set up /Sanitation (6:45 am – 7:00 am)	Set up /Sanitation (6:45 am – 7:00 am)
	Ratio & Staff Support Ratio (7:00 am – Bell)	Ratio & Staff Support Ratio (7:00 am – Bell)	Ratio & Staff Support Ratio (7:00 am – Bell)	Ratio & Staff Support Ratio (7:00 am – Bell)	Ratio & Staff Support Ratio (7:00 am – Bell)
	Accreditation/ Planning & Prep Time 1-2 hours	Planning & Prep Time 1-2 hours	Planning & Prep Time 1-2 hours	Meetings/ Planning & Prep Time 1-2 hours	BREAK
BREAK					Staff Meeting
BREAK					Set up /Sanitation (until – Bell)
AFTERNOON	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Ratio & Staff Support Ratio (Bell - 5:00 pm)
	Set up /Sanitation (until – Bell)	Set up /Sanitation (until – Bell)	Set up /Sanitation (until – Bell)	Set up /Sanitation (until – Bell)	
	Ratio & Staff Support Ratio (Bell - 5:00 pm)	Ratio & Staff Support Ratio (Bell - 5:00 pm)	Ratio & Staff Support Ratio (Bell - 5:00 pm)	Ratio & Staff Support Ratio (Bell - 5:00 pm)	Weekly Portfolio Review (5:00 pm- 6:00 pm)
	Cleaning Schedule (5:00 pm- 6:00 pm)	Planning & Prep Time (5:00 pm- 6:00 pm)			

6 hours per day/ Maximum 32 hours per week!

ARTS & EXPRESSION PORTFOLIO

Job Responsibilities

AS NEEDED:

- Effectively communicate with children, parents and team members
- Execute consistent attention to the atmosphere (music, aesthetics, activities, rooms energy level and transitions)
- Identify signs of emotional or developmental issues and address as required
- Catch team members *doing it right* and celebrate publicly
- Address concerns immediately and establish open lines of communication with parents, your team, principals and Regional Manager- talk to everyone!
- Participate in and execute all new marketing and initiatives with team members (Family Nights, Open Houses, Science Fairs, Community involvement, etc.)
- Accountable for stocking and cleaning the art cart, supply shelves, Drama Centre and storage rooms
- Ensures that **Parent / staff/kids boards** and all postings are professional and presentable

DAILY DUTIES:

- Deliver excellence in execution during every shift through communication, planning, preparation, routine, leadership and a positive attitude
- Use Pre-Shifts and planning sheets effectively to prepare for shift and communicate
- Read and initial Staff Communication Log Book, follows up on any opportunities communicated from previous shifts
- Manage Portfolio
- Set-up/ tear down equipment
- Excellent execution of *Every Face, Every Section, Every Time You Walk the Floor* and *Effective & Active Supervision Practices*
- Always know ratio numbers and safety/ emergency procedures
- Supervise, lead and participate in children's activities
- Supervise, lead and participate in clean-up and transitions
- Ensure the quality of the program is maintained and exceeded daily

- Oversee and foster all "**Leaders of the Day**" during the month and help them plan their activities
- Read and initial Staff Communication Log Book, follow up on any opportunities communicated from previous shifts

WEEKLY DUTIES:

- Complete all cleaning duties and Section Audit weekly and reviews with Assist. P.C. Thursday
- Completes all planning and prep for following week Completed for Friday
- Create artwork/signage based on following weeks theme to decorate the Centre and theme table for the following week Completed for Friday
- Meet with Program Coordinator for portfolio and planning review Friday (5-6pm)
- Communicate needed supplies for the following week to Program Coordinator Friday (5-6pm)
- Print pictures and complete week's planning sheets

MONTHLY DUTIES:

- Attend Program Meetings Second Thursday Every Month
- Sign off on Bi-Weekly Payroll Reports and Month End Accreditation Report Thursday before 12:00 pm
- Oversee and foster all "**Spotlight**" postings during the month First Monday Every Month
- Portfolio Audit with Program Coordinator to ensure binders are completed and organized, ready to hand off to next person Last Friday Every Month

YEARLY DUTIES

- Complete staff performance review with Program Coordinator May
- Help plan and execute family / community events (Mandatory: Christmas Party, Open House/showcase, Family Night) (minimum x3 per year)
- Audit your Staff file and update your TimeSavr profile November, February, May
- Plan & promote Spring Break (sign-up sheets, field trip forms, marketing, fee collection) March/ April