

TOPP KIDS Out of School Clubs (1533948 Alberta Corp.) / TOPP KIDS FOUNDATION

LEADERSHIP TEAM – ROOM LEAD	
APPROVED BY:	Cody Topp
DATE APPROVED:	February 24, 2023
REVIEWED:	Annually

JOB TITLE:

Room Lead

MAIN PURPOSE OF THE JOB:

As a Room Lead, you will be a dynamic leader with expertise in Early Childhood Education focused on developing the growth and quality of your TOPP KIDS program, working as the *Program Coordinators* right hand / support / Alternate Supervisor. You will work closely with the Front Line team as well as the Leadership teams of multiple TOPP KIDS programs to create a rich environment for children, families and staff to reach their full potential. You will ensure all TOPP KIDS brand standards and best practices are being accomplished daily. Using the **Leadership Imperatives: Connect, Shape, Lead and Deliver**- you will help lead, develop and support Active Play Coordinators, and Practicum Placements and support the **planning, supervision, safety, licensing, maintenance of brand standards, administrative tasks, meeting the needs of the children, and community building** of the program. While doing this, you will develop positive relationships with our families, staff and community stakeholders and act as the supervisor when the *Program Coordinator* is not present.

You will be responsible for ensuring your portfolio duties are executed with excellence- outlined in your portfolio. You will act as a support to everyone on the team and be in charge of repair and maintenance, files, Timesavr, audits, and the Quality control processes.

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

REPORTS TO:

This job title that this job incumbent reports to the: Program Coordinator, Regional Manager, Director Of Operations and C.E.O.

DIRECT REPORTS:

Job tiles supervised by this job incumbent.

Active Play Coordinators, Practicum Students, and Volunteers

QUALIFICATIONS:

The minimum qualifications required to successfully perform this role:

2+ years of Early Childhood Education or related experience, a minimum of a Level 1 Alberta ECE Certification, and reliable transportation.

ADDITIONAL QUALITIES/SKILLS/ ATTRIBUTES NEEDED ARE:

- Strong relationship building skills with teams, families, children and community
- Ability to lead using TK Brand Standards and Best Practices
- Adaptable
- Strong communicator, both written and oral
- Knowledge and familiarity with the jurisdiction of the Alberta Child Care Act and child care Best Practices
- 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 confidentiality of company practices/ staff / or occurrences 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 skills and takes initiative.

- Mentorship skills for teams and practicum students
- Spirit of teamwork and professionalism
- Personal drive for self-growth and improvement
- Reliable transportation and ability to commute to multiple locations.
- Ability to convey a “Family Run Feel”.

All qualifications comply with human rights legislation.

DUTIES AND RESPONSIBILITIES:

8 AREAS OF RESPONSIBILITY

Reflected in evaluations

PROGRAM SUPPORT/ LEADERSHIP

- Be a brand ambassador- Face of the company to families, team members and community.
- Supports the “Daily Flow” routine and all transitions per brand standard.
- Works with the Program Coordinator and Front Line team to create a stronger program.
- Attends Leadership Meetings as needed.
- Attends and *writes minutes* for team meetings.
- Follows the [TOPP KIDS Administrative Calendar](#).
- Is counted in ratio as a Primary Staff Member.
- *Maintains the administrative tasks of the program* including but not limited to those in your portfolio.
- Fosters culture surrounding continuous communication, growth and “Family-Run” feel with team.
- Accountable and takes pride in the program, its operations and team.
- Leads the team as Supervisor in Program Coordinators Absence.

AUDITING, SUPERVISION, SAFETY & CLEANING

- Helps team understand portfolio Section Audits and ensures Coordinators are managing, reviewing and *executing with excellence*.
- Acts as a support to any team member during the planning or execution of their scheduled activity.
- Uses the [TOPP KIDS Administrative Calendar](#) - complete Child, Staff, Medication, File & Licensing audits when due.
- Supports daily Pre and Post shifts (discussions) are being held to better plan the day and reflect.
- Follows up with the *Program Coordinator* on Weekly and monthly audits.
- Coaches team members on dealing with behaviour management and the following communication with parents.
- Performs excellence in execution of *Active & Effective Supervision*
- Performs excellent execution of *Every Face, Every Section, Every Time You Walk the Floor*.
- In charge of *all physical and digital files & emergency backpack*
- Ensures all safety and medication procedures are met, coached and well communicated.
- Makes team aware of individual child needs, medical conditions, allergies, custody orders, etc.
- In charge of programs equipment [Repair and Maintenance](#)
- Supports the completion of safety drills (fire and lockdown).

EVERY FAMILY LEAVES HAPPY

- Talk to every Family! – builds respect and trust.
- Hosts all [Parent Orientations](#) and tours.
- Fosters culture surrounding continuous communication and “Family-Run” feel with families and community members.
- Effectively communicates with parents any child difficulties, issues or action plans when acting as Supervisor.
- Supports the Program Coordinator in professionally communicating to families and community through Weekly Newsletters and event promotions.

GROWTH AND ACCOUNTABILITY

- Focuses on the continuous growth of self and team members, acting in a mentorship role when needed, maintaining a culture of growth for everyone.
- Always innovates new ideas to better the program.
- Performs weekly [Portfolio Audit reviews](#).
- Attends all mandatory workshops and meetings
- Ensure all staff hours are accurately recorded each shift.

EMPLOYER OF CHOICE

- Promotes the Early Childhood & Development sector as a professional career using language commonly used across the sector (i.e: Educator vs playworker).
- Promotes the use of brand specific practices to promote a fun professional workplace. (buy into the cheesiness!)
- 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.
- Encourages continued growth of employees and self through Professional Development Coordinator and furthering education programs.
- Help Program Coordinator coach all practicum placements and internships at the program.

LICENSING & COMMUNITY INVOLVEMENT

- Maintains and holds team and program accountable for licensing and brand quality standards at all times.
- Maintains current files (child/staff/ company/etc.)
- Supports Program Coordinator with completing Weekly Newsletters to all families and community members in the program.
- [Maintains up to date files](#) (child/staff/ company/etc.)
- [Maintains up to date Timesavr records](#).
- Maintains current Portfolio and documentation booklets.
- Actively ensures TOPP KIDS is involved in the community- school, neighbourhood, city, etc. (e.i: Involving local businesses, associations, schools and community member, etc.

PROGRAM QUALITY & MAINTENANCE

- Ensures that Fire and Health inspections and records are up to date.
- Consistently evaluates the quality of the program and its delivery to the families (parents eye view)
- Ensures that [parent / staff/kids boards](#) and all postings are professional and brand standard and presentable.
- Supports the Program Coordinator when executing the [Program Performance Evaluations](#) to ensure brand standards are met.
- Ensures programs use brand standards, routines and processes and coaches’ teams on them when needed.

TIMESA VR, & REPORTING

- [Keeps](#) all files and systems ([TimeSavr](#) program) [up to date](#) and working.
- Ensures all payroll and month end procedures and reporting is done thoroughly, correctly, and on time.
- Ensures all drop-ins for the month are recorded properly and are submitted on time and reported properly to Accounts Manager.

- Ensures Late pick-up times are recorded and sent to the accounts team to be debited to the families account.
- Helps the *Accounts Manager* ensure that all families at the program keep a \$0.00 Account Balance

Ensure all staff collaterals (ECE certifications, Police Checks and First Aid are uploaded appropriately.

Further tasks may be listed in the Room Lead Portfolio.

WORKING CONDITIONS:

You will work primarily at a school location, both indoors, and outdoors in an active setting. Between school hours you will continue to work in an office or home setting and should be aware that some supervision may also be required on field trips during program time.

Travel may be necessary and done so in a chartered bus between program and field trip locations.

Shifts are typically split and can span from 6:45 AM – 6:00 PM following a general schedule (*dependent on your location and program needs*) and may be subject to change throughout the year. Schedules must not exceed a maximum of 40 hours per week but flexibility may be needed (*See contract for your scheduled hours*). Break times are self-managed, and some shifts may be extended based on company needs.

PHYSICAL REQUIREMENTS

The physical requirements of the job are stated in this section. Depending on the position type, a variety of physical requirements may apply. Sections which need to be referenced are listed below:

- **Strength Guidelines**
In this role you may have to lift carpets and other materials, boxes of paper, or supplies which weigh approximately 20 - 40lbs.
- **Motion Parameters**
In this role you may be expected to sit at a desk for long hours or stand in programs during your shift. Other common parameters would be running, walking, playing floor activities with children, stairs, squatting, kneeling, pushing or pulling furniture.
- **Vision and Hearing Requirements**
In this role you may be expected to spend long hours in front of a computer screen and may be required to have the ability to read signs and documents, see across the span of a gymnasium or field and judge distances as well as actively listen during child care supervision and program assessments.
- **Psychological Demands**
In this role you will be is expected to make both strategized and quick decisions, supervise and coach workers, problem solve, read or write, speak publicly, or interpret data as well as support both the professional and sometimes personal growth of individuals.

You will also work closely with families and often hear their stories and act as a sounding board or support, creating a *community of care* around them. This at times may become psychologically taxing.

ACKNOWLEDGEMENT & AGREEMENT

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____