



Siksika Family Services Corporation
SIKSIKA DAYCARE CENTER
Child Development Supervisor (Level 3)
Part-time or Full-time
Siksika, AB
08/2026



OVERVIEW: This position is a third level position responsible for providing a safe, caring and developmentally appropriate early learning environment for children between the ages of six months and six years of age. The Child Development Assistant uses the Siksika Family Services Daycare Center's vision, mission and philosophy, as well as their programs and policies to assist other childcare workers, and help to maintain the standard of exceptional quality care that contributes to the Daycare's overall success.

REPORTS TO: Daycare Supervisor & Daycare Director

DUTIES AND RESPONSIBILITIES:

- Ensure the Safety and welfare of each child.
- Facilitate cognitive, language, social, emotional, creative, and physical development of children 6 months to 6 years.
- Support the development, implementation, and evaluation of standardized childcare programs to ensure high-quality care which meets the needs of all children, utilizing clear and concise routines rules and limits in a Siksika culturally enriching environment.
- Maintain interesting and imaginative teacher-centered and child-centered activities for the needs of each individual child and group needs.
- May take on the role of room supervisor.
- Maintain close communication with the Daycare supervisor on the development and progress of each child, and issues regarding daycare.
- Perform and be responsible for housekeeping tasks and all duties outlined in the daily shift/schedule requirements for each daycare room.
- Maintain Compliance to daycare policies, procedures, and licensing requirements.
- Maintain close communication with the staff on the development and progress of each child.
- Ensure the safety and maintenance of the equipment and toys to ensure standards are met.
- Attend and participate in all staff meetings, recommended training programs and conferences.
- May be required to stay after hours for shift coverage & job-related meetings.
- Communicate and interact positively and appropriately as a team member with colleagues.
- Encourage participation of childcare staff in solving problems.
- Protect the privacy and confidentiality of information pertaining to families, children, team members and all issues regarding Siksika Family Services Corporation and Daycare.
- Able to relate well and communicate positively in a respectful manner with families, children, and team members in daily interactions.
- Responsible for opening and closing the centers when scheduled on shift.
- May need to support both daycare centers when additional help is required at one site.
- Perform other duties as required or assigned by the Daycare supervisor or Director.

For full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalency
- Knowledge of Siksika Blackfoot culture, history, and language is an asset.
- Must have a minimum Level 3 Child Development Supervisor Diploma with at least 6 months related childcare work experience.
- Standard First Aid and Child & Infant CPR.
- Valid Alberta Driver's License Class 5 & clean Drivers Abstract.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Child Development Supervisor Level 3** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check
3. Clear Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.