



Supervisor, Garderie (After-School Daycare) Programs - Job Description

Reports to: Primary Principal

Campus: Ashbury

Division/Department: After-School Programs / Daycare

Status: Part-Time (50% of FTE), 20 hours per week, Exempt Employee

Start date: August 17th, 2026

OVERVIEW

Working with a high level of independence, the Daycare Supervisor oversees all aspects of the school's end-of-day daycare programming from 2:00 pm to 6:00 pm. This pivotal role ensures a seamless transition from the academic day to after-school care, managing campus closure, and serving as the primary liaison for families during afternoon operations. The daycare supervisor is responsible for supervising, scheduling, and evaluating a team of 6–8 school assistants, maintaining rigorous safety protocols, and fostering a positive, Social-Emotional Learning (SEL) focused environment.

RESPONSIBILITIES

Staff Supervision & Operations Management

- **Oversee daily daycare (garderie) operations** from 2:00 pm to 6:00 pm, ensuring a structured, safe, and engaging environment for all students.
- **Manage, mentor, and supervise** a team of 6–8 school assistants, providing active leadership and regular feedback.
- **Organize staff rotations** for playground monitoring and student supervision.
- **Develop contingency plans and schedules** for student activities during rainy days and non-rainy days.
- **Participate in the recruitment, hiring, and evaluation** of garderie staff members.
- **Provide guidance and professional development training** to staff on best childcare practices, emphasizing Social-Emotional Learning (SEL) and positive behavioral interventions.
- **Execute final campus closure procedures**, verifying that all students have been safely picked up and accounted for at the end of the day.
- **Proactively identify opportunities to enhance the daycare program** and take independent initiative to implement creative improvements, activities, and structures.
- **Keep the Primary Principal consistently informed of all incidents**, behavioral concerns, and relevant operational matters arising during garderie hours, providing written reports as appropriate to ensure full administrative awareness.

Family Relations & Incident Management

- **Serve as the primary face of the program for families** during garderie hours, and pick-up time directly addressing questions, providing program information, and handling sensitive situations.
- **Facilitate restorative discussions** with students to constructively resolve peer interactions and behavioral conflicts.
- **Schedule and conduct follow-up meetings** with families to address behavioral incidents, updates, or student needs.

Communication & Cross-Departmental Continuity

- **Maintain strong lines of communication with the day team** (classroom and recess staff, reception and administration) to ensure a smooth, continuous flow of information regarding student needs or daily incidents.
- **Collaborate closely with the After-School Activities (AES) team** daily to be aware of student rosters, ensuring seamless transitions so that students are placed in their correct respective groups.

Safety & Compliance Protocol

- **Actively monitor the playground and facility areas** alongside the school assistant team to ensure a secure environment for children to play.
- **Enforce strict adherence to school protocols**, with an absolute emphasis on injury and first-aid reporting procedures.
- **Conduct routine environmental checks** to ensure playground equipment and designated childcare spaces remain safe and hazard-free.

Additional Duties

The Daycare Supervisor may be asked to take on additional responsibilities or duties as assigned by school leadership, in support of the broader operational needs of the school community.

QUALIFICATIONS

- **Experience:** Minimum of 2–3 years of experience supervising teams, preferably within a school, camp, or childcare setting.
- **Conflict Resolution:** Strong background in student behavior management, with proven experience utilizing restorative justice practices or Social-Emotional Learning (SEL) frameworks.
- **Communication Skills:** Outstanding interpersonal and communication skills; capable of handling high-stress family interactions with empathy, discretion, and professionalism.
- **Leadership:** Strong organizational and leadership skills, with the capacity to drive schedules, manage rotations, and pivot operations dynamically (e.g., inclement weather plans).

- **Safety Certifications:** Current First Aid and CPR certification required.
- **Collaboration:** High capacity to actively collaborate within a multi-departmental team with a positive mindset.
- **Language Skills:** English fluency is required. Knowledge of a second language or the school's cultural demographic is an asset, but not required.

We offer a competitive salary, commensurate with the level of experience.

Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous vacation package, long-term disability and retirement benefits.

Candidates with 2 to 4 years related experience in the education field can anticipate an annual salary, ranging from: \$ 55,000 to 65,000 for 20 hours worked per week. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc.

Application Process:

To apply for this position, please submit your resume along with a cover letter via:

<https://www.lelycee.org/about/jobs>

For any inquiries, please contact cv@lelycee.org

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All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.