

Parkcrest Child Care Society

6040 Winch Street
Burnaby, BC
V5B 2L2

Job Title: Director

Reports to: Chairperson, Parkcrest Parent Advisory Board

Job Overview:

The Director of the Centre is responsible for the operations of the Preschool and Out of School Care programs. The Director ensures compliance with relevant legislations including the British Columbia Child Care Licensing regulations and the Community Care and Assisted Living Act. The Director is responsible for developing an enriched curriculum that is reflective of early childhood education principles and program philosophy. The Director is responsible for the management of program staff including Preschool teachers and Out of School Care instructors.

Responsibilities and Duties:

- Provide accurate and frequent updates to the Board on program activities, enrollment, budget, activities that are planned and any issues that need to be addressed
- Attend monthly evening board meetings
- Coordinate AGM and any other parent information nights

Financial:

- Responsible for the management of the Child Care Operating Funding Program and any other government subsidy programs, grants or donations
- Participates in developing program budgets and financial reporting
- Responsible for managing budget items related to program activities and events and bring to the attention of the Board and cost over-runs
- Leads fundraising activities when necessary
- Responsible for monthly deposits of tuition for both programs and monitoring investments of the Centre with the bank
- Calculating and monitoring staff hours and submitting to ADP / distributing semi-monthly statements, ROE's and Tax forms
- Liaise with book keeper and accountant as necessary to provide monthly and annual reports

Program Management:

- Responsible for student enrollment including: answer parent/ caregiver inquiries, conduct tours, registration and wait list management
- Ensures relevant and frequent communication with stakeholders such as parents, teachers, and students to provide positive meaningful experiences
- Ensures parents are informed and up-to-date on program(s) activities through the preparation of parent information package, program newsletters, email updates, and website updates
- Be responsible for the health and safety of all program participants

- Working with professionals from many Community organizations such as Center for Ability, Ministry of Child and Family services, the School Board and other resources to provide assistance for children and families

Staff Management:

- Responsible for management of staff including: recruitment, job postings, interviewing, hiring, orientation, supervision, on-going training, evaluation and termination (if necessary) of all ECE and Out of School Care staff members
- Provide counsel for staff members to ensure good working relations with each other, and for families
- Conduct monthly staff meetings, on- going support of staff members

General:

- Responsible for purchase of supplies for the Centre and organizing expenses for submission to book keeper
- Responsible for building maintenance including: liaise with Burnaby School Board as necessary, manage cleaning vendors (carpet/floor/general space) and day-to-day upkeep of facility
- Ensures maintenance and replacement of equipment and fixtures required to provide the school programs
- Complete a minimum of 6 hours per year of additional professional development

Qualifications:

- Early Childhood Diploma and at least 5 years' experience with experience in supervision and working in a Preschool setting
- Excellent verbal and written communication with strong interpersonal skills
- Proven ability to work in a team and lead a dynamic workplace environment
- Proven ability to lead professional development efforts and support educators to learn in an environment that promotes lifelong learning
- Demonstrated ability to be flexible, adaptable and work in a high demand environment
- Ability to make sound judgments and decisions; effective prioritizing and problem solving skills
- Understanding of and experience in working with families from diverse backgrounds
- Exceptional interpersonal, communication and conflict resolution skills
- Computer proficient – Microsoft Office
- High degree of independence and initiative within a team environment
- First Aid/CPR-C certificate required
- Criminal record search

Start date: As soon as possible. To train prior to September 2018 start up.

Closing date: When filled

Salary: TBD

Hours: Full time

If you are interested in this exciting position, please send your resume to:

info@parkcrestpreschool.ca **Only short listed applicants will be contacted. We thank you in advance** NO PHONE CALLS PLEASE