



Centre Director

Start Date: ASAP

Location: **Sun Life Place**

Company Overview

Children are born to learn. Our purposeful curriculum, programming, and deliverable methodologies will set them up for success in elementary school and beyond.

We achieve excellence by providing a best-in-class experience for your child through our rigorously researched and scientifically backed Exploratory Education approach. Research in neurobiology, behavioral and social sciences have helped us better understand that physiology, relationships, culture, and environment all have influence on a child's development. As such, we've integrated inspiration from all three of the Waldorf, Reggio, and Montessori Philosophies and into our early learning and childcare curriculum.

Children will benefit immensely from a purposeful curriculum that is designed around interaction, discovery, and play.

Position Summary

The Centre Director is responsible for ensuring all the centre staff are in compliance with all daily duties including following our curriculum, leading a team and managing the facility as a whole. The successful candidate will have a minimum of 2 years of experience as a Director in a previous role.

Responsibilities include, but are not limited to:

- Oversee the day-to-day operations and maintain a centre that meets or exceeds the company guidelines, licensing and accreditation requirements and health and safety regulations.
- Conduct tours for prospective parents, enroll new families and assist management's efforts to quickly ramp up and meet the academy's enrollment goals.
- Create and execute local marketing plan (both internal and external) necessary to drive new enrollments and maintain desired capacity.
- Recruit, train and retain quality staff. Handle staff scheduling and other personnel-related matters.

- Establish positive working relationships and communicate effectively with corporate office, staff, parents, children, provincial licensing authorities, vendors and other members of the community.
- Manage the finances of the centre effectively and within budgetary guidelines. Ensure all finance-related record keeping requirements are met.
- Maintain a positive, professional and fun environment in the workplace.

Preferred Qualifications:

- Bachelor's Degree in Early Childhood Education (ECE), or 2-year diploma in ECE.
- 5+ years of experience in an early childhood education setting.
- 2+ years of experience as a Director of a licensed childcare program.
- Strong understanding of accreditation and licensing standards.
- Experience with managing budgets

Required Qualifications:

- Excellent leadership and organizational skills.
- Strong customer service and communication skills (both written and oral).
- Proficiency with Microsoft Office and computers in general.
- Must be certified as a Child Development Supervisor
- Current Childcare First Aid and CPR
- Current Criminal Record Check with Vulnerable Sector
- Must be physically agile, highly energetic and be able to work both indoors and outdoors.

What we offer:

- Competitive salary
- 40% childcare discount for dependants
- 5 Paid Sick Days
- Medical and Health Benefits
- Designated Professional Development Days
- Professional Development Funding
- Learning Environment with commitment to Best Practices
- Staff Appreciation program and incentives

Qualified applicants are encouraged to submit their cover letter and resume to Jennifer Begin, People and Culture Manager, at: Jennifer.begin@kepleracademy.ca