

Position:

Child Care Director

Date Posted:

August 09, 2019

Location:

Glenmore, Kelowna

Start Date:

Flexible

Organization:

Little Owl Academy

Contact Name:

Amanda Worms

Contact Phone:

250-470-1171

Contact Email:

Glenmore@littleowlacademy.ca

Salary:

To be negotiated

Hours of Work:

40 hour work week with flexible

Job Description:

The Child Care Director is responsible for the overall management and operations of the Little Owl Academy Child Care Program in accordance with the program philosophy and all applicable regulations.

Responsibilities:

- Ensuring that the program meets all legislative and regulatory requirements.
- Administering all aspects of the delivery of the childcare program in alignment with all relevant Little Owl Academy policies and procedures that are specific to the childcare program and that are aligned with the legislative and regulatory requirements listed above.
- Working with the Little Owl Academy Leadership Team so as to ensure the following legislative and regulatory requirements are followed as related to the program.
- Working in collaboration with the Little Owl Academy Leadership Team so as to ensure that the program is equipped with all of the necessary supplies/equipment and that these items are aligned with the overall program philosophy.
- Follow the appropriate procedure for incurring program supply expenses and will ensure that all spending is in compliance with Little Owl Academy finance guidelines.
- Ensuring that the program care and curriculum is delivered in alignment with the overall philosophy of the program and in alignment with the policies and procedures of Little Owl Academy.
- Supporting the recruitment and selection process of qualified staff to work in the program (in collaboration with the Little Owl Academy Leadership Team).
- Guiding and managing staff who work in the program.
- Maintaining and promoting professionalism.
- Guiding and supporting program staff to meet the needs of families.
- Maintaining enrollment in the facility according to the policies and procedures of the program.
- Developing and maintaining a positive sense of “community” within the program and as part of the Early Learning and Care sector.

- Administrative duties

Qualifications/Requirements:

- 5-8+ years working, administering and managing in licensed child care and early learning settings.
- Solid understanding of regulatory requirements to operate program in BC.
- Meets Community Care Facilities screening to serve as Program Manager.
- Clear criminal record background search.
- Current Emergency First Aid and CPR – Child Care
- ECE or Assistant ECE - License to Practice in BC
- Specialized training/experience such as Reggio, Montessori, Infant-Toddler, Special Needs, Independent School an asset.
- Broad understanding of funding, public policy, government and community programs related to childcare, early learning, child development and education.
- Experience with workplace childcare programs an asset.

How to Apply:

Please email your resume and cover letter to Glenmore@littleowlacademy.ca

Closing Date:

August 30, 2019