

Management Position

We are hiring for a management position. This position works habitually in conjunction with the Principal. You must be passionate in working with families, children and staff.

About the Organization

We operate a full day early learning program designed for infants and children up to five years old. We currently have 9 classroom and 180 students. We offer an enriched curriculum that features a unique partnership of core subjects, such as reading and math with fine arts including drama and yoga, providing children with the freedom to learn and grow through play.

Our program has a reputation of highly developing a child's intellect and delivering the finest start in education, arts and the humanities. The full day early learning and junior kindergarten programs are far beyond the typical child care programs found throughout Canada.

Responsibilities

Often this management role is the first contact a person has with the school and has to be knowledgeable and represent the school well. This position requires the full understanding and active participation in fulfilling the mission of our school. Duties include but are not limited to:

- Keeping the school organized and managed efficiently
- Answering telephone calls and responding to specific requests
- Conducting tours and being present at scheduled open houses (some overtime may be required)
- Organizing events to celebrate occasions for staff and children
- Sending routine and non-routine correspondence to families
- Maintaining the confidentiality of families (account statements, student information)
- Assisting the Principal with administrative duties related to the school (maintaining files, scheduling family interviews)
- Overseeing the Kitchen (ensuring menu meets nutritional standards, reviewing budget, evaluating Cook)
- Training of new staff



Requirements

- A valid ECE License (Infant toddler is preferred)
- First Aid certificate
- Criminal record check

Successful candidates will be punctual, reliable, well spoken, efficient, discreet and pleasant on the telephone and in person. Must have the enthusiasm to learn and be knowledgeable with computer systems and software (MS Office). Must have the ability to communicate effectively in writing and verbally and respect the beliefs, culture and ethnic heritage of others. Travel may be required.

Benefits provided

- Daily am snack, lunch, and afternoon snack provided
- Full medical benefits after 6 months
- Sick days
- Paid Vacation days

To apply

Interested applications should email cover letter and resume to langley@cefa.ca