

## **CEFA Early Learning - Victoria Campus**

CEFA Victoria is located in Belmont Market, scheduled to open in July 2019, looking for a Principal with a passion for working with staff, families and the surrounding community. We are seeking quick thinking, confident, self-motivated, organized, and friendly personalities.

Very competitive salary paid bi-monthly, plus medical/dental benefits, meals, tuition discount for your child/ren, and professional development days.

### **About CEFA Early Learning**

CEFA Early Learning, established in 1998, is a full day early learning program designed for children between one and five years of age. Our program features an enriched curriculum consisting of core subjects, such as reading and writing with a combination of fine arts including drama and yoga, providing children with the freedom to learn and grow through creative exploration and play.

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

### **Qualifications**

- Valid Early Education license for a minimum of 5 years.
- Experienced in a pre-school or childcare setting.
- Familiar with current BC Licensing Regulations.
- Management experience for a minimum of 3 years.
- Must have knowledge of MS Office. (Word & Excel)
- Excellent communication (written & verbal) and organizational skills.
- Ability to prioritize and to exercise time management.

### **Responsibilities**

The Principal's role is to inspire Teachers to become better Teachers and to facilitate the implementation of our educational method and philosophy. For that, the Principal will always be respectful of ideas, be a true listener and be prepared with countless resources and ideas to bring to the table. Other job duties include, but are not limited to:

- Ensure that our curriculum, policies, procedures, and classroom operational policies are carried out.
- Monitor Teacher's progress and provide feedback. (verbal & written)
- Ensure the school is complying with BC Licensing Regulation.
- In-class observation of all classes; and provide feedback. (verbal & written)
- Conducts regular one-on-ones with Teachers, participates in Management meetings and Principal meetings.
- Provide guidance and information to all parties both internally and externally. (e.g. Parents and Teachers)
- Fosters and maintains positive relationships with Parents, children, staff, management, other schools, and head office.
- Oversees and coordinates the school's daily operation and administration.



- Manages and actively participates in marketing activities & special event including school tours, festivals and community events.
- Manages school inquiries, registration, enrollment and student layouts.

If you are interested in applying for this position, please submit your cover letter and resume to [victoria@cefa.ca](mailto:victoria@cefa.ca).

