



Walnut Grove

Centre Director Position

We are looking for a Centre Director to manage our day-to-day operations and establish and sustain a positive learning environment for children. You will oversee the coordination of education programs that comply with local and federal regulations as well as CEFA standards, ensure that facilities are maintained, as well as manage and support a complement of CEFA staff.

Successful candidates will be able to demonstrate that they have personal leadership resources and leadership practices, can promote student achievement, can lead professional learning communities, and are dedicated to ensure that all our students and staff are successful. You should display effective communication, leadership skills, a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood development experience is a plus.

About Us:

The CEFA educational system at Core Educational & Fine Arts (CEFA) Junior Kindergarten is one of today's leading approaches to educating young children. Its rich academic content is designed to stimulate the child in many different ways, to optimize the natural development of the child's brain. This wonderful approach facilitates learning experiences for children in areas such as mathematics, reading, writing, drama, science, visual arts, music, yoga and many more. It is based on the belief that children must be given the opportunity to learn and exercise their intellect in various forms, such as the expression of their creativity, reasoning, and sequential thinking. In the CEFA environment, children have ample time to learn, play and express themselves in creative ways. Our full day early learning and junior kindergarten programs at our schools are far beyond the typical childcare programs found throughout Canada.

Responsibilities:

Candidates must demonstrate excellence in teaching and leadership in the following areas:

- Implements Childcare Licensing Regulations while establishing a culture of staff professional development directly related to students growing and learning
- Promotes a comprehensive range of learning opportunities for students, including social responsibility, fine arts, athletics, global citizenship, and science
- Develops and maintains a variety of effective decision-making processes that build consensus, commitment, and collaboration
- Foster team building, a sense of one learning community, and a culture of continuous learning in an inclusive learning environment
- Observes and supports classrooms on regular basis
- Chief point of contact for all parent related matters
- Provides guidance and information to all parties both internally and externally (e.g. Parents and Teachers)

- Fosters and maintains positive and professional relationships with Parents, children, staff, management, other CEFA schools and head office.
- Oversees and coordinates the school's daily operations and administration, including the principal
- Manages and actively participates in marketing activities and special events, including school tours, festivals and community events.
- Manages school inquiries, registration, enrolment and student layouts.
- Advocates a strong community connection with our CEFA location
- Complete special assigned projects on an as needed basis by CEFA Walnut Grove owners

Qualifications:

- Certificate in Early Childhood Education (Infant Toddler Licence will be a great asset)
- Familiar with current BC Licensing Regulations
- Completion of at least three ECE related professional workshops
- At least three years exemplary ECE teaching experience
- Significant administration experiences
- Excellent communication (written & verbal) and organizational skills
- Strong leadership and interpersonal skills
- Excellent organizational, problem-solving, and time-management skills
- Maintain a professional appearance, attitude, and work ethic at all times

Salary and Benefits:

Expected start date: Immediate

Job Types: Permanent

Schedule: Full time

Salary: Very competitive salary and benefits package dependant on skills and experience

Benefits:

- CEFA Principal Training
- CEFA Methodology Training
- Ongoing development through workshops led by external resources, coaching and mentoring
- Spring break, summer break, and winter break off as well as professional days
- Daily am snack, lunch, and afternoon snacks provided
- Full medical benefits after 6 months

Contact Us:

If you are interested in applying for this position, please submit your cover letter and resume to

aman.kallu@cefa.ca

