

Center Director, Early Learning & Childcare Services

Overview

The Center Director or Childcare Supervisor oversees the daily operations of the facility, ensuring a safe, nurturing, and educational environment for children. As the manager of a new facility, the Center Director will set the tone for the Center's culture, develop policies and procedures, ensure compliance with provincial regulations, and mentor the early childhood educator (ECE) team. The supervisor will also establish strong communication with parents and manage administrative functions. This position requires a balance of childcare expertise, managerial skills, and the ability to foster a positive, safe learning environment.

Essential Duties and Responsibilities:

- **Leadership & Facility Start-up**
 - Play a central role in the opening of the childcare facility, including the setup of classrooms, creating daily routines, and defining operational policies.
 - Foster a welcoming and professional environment where staff, children, and families feel safe, supported and engaged.
 - Lead the hiring process of educators, ensuring the team meets regulatory and qualification standards.
- **Program Development**
 - Design and oversee the implementation of developmentally appropriate, inclusive and engaging learning programs and activities that support the development of children's executive functions.
 - Ensure educational practices are aligned with the Fueling Brains research, data and strategies
- **Staff Supervision & Development**
 - Supervise and mentor the ECE team, including educators and assistants, fostering a collaborative, professional environment
 - Conduct performance reviews, provide ongoing feedback, and arrange training and professional development opportunities for staff
 - Ensure staff adhere to all childcare policies, safety protocols, and provincial regulations.

- **Compliance and Licensing**
 - Ensure the childcare facility complies with the Child Care Licensing Regulation under the Community Care and Assisted Living Act in British Columbia.
 - Maintain all required documentation, including health and safety records, and compliance reports.
 - Regularly liaise with licensing bodies, government agencies, and inspectors to meet all operational standards.
 - Maintain appropriate child-staff ratios at all times and ensure classrooms are adequately maintained.
- **Child Safety and Well-being**
 - Ensure the safety and well-being of all children under care, conducting regular safety checks and maintaining a clean and hazard-free environment.
 - Create and implement emergency protocols and conduct regular drills, as required.
 - Monitor children's health and development, working closely with parents and caregivers to address any concerns.
- **Parent Communication & Engagement**
 - Act as the main point of contact for parents, ensuring open, honest and effective communication regarding their child's development, behavior, and any concerns.
 - Organize and lead parent-teacher meetings, facility tours, and parent engagement events.
 - Meet retention targets by ensuring prompt response to any concerns, complaints, or incidents professionally.
- **Administration & Financial Management**
 - Manage day-to-day administrative tasks, including enrollment, scheduling, staffing, payroll and maintaining accurate records.
 - Prepare and monitor the facility's budget, ensuring financial sustainability.
 - Ensure that the facility is properly equipped and stocked with educational materials, safety supplies, and other necessities.

Preferred Skills and Qualifications

- **Education**
 - Diploma in Early Childhood Education (ECE) from a recognized institution.
 - Current ECE Certification and license to practice in British Columbia
 - Additional training or certification in Childcare Management or Administration (preferred).
- **Experience**
 - Minimum of 2-5 years of experience in a licensed childcare facility, including supervisory or leadership roles.
 - Experience with starting up a new childcare center (preferred but not required).
- **Key Skills**
 - Leadership - Strong ability to lead, manage, and inspire a team of early childhood educators
 - Communication - Excellent verbal and written communication skills for interacting with staff, parents, children and licensing authorities.
 - Organizational - Strong organizational and multitasking abilities to handle administrative, financial, and educational tasks simultaneously.
 - Problem Solving - Ability to handle unexpected situations with professionalism and creativity.
 - Knowledge: Strong understanding of child development, safety regulations, and early learning standards.
 - First Aid & CPR - Current certification in First Aid and CPR.
 - Commitment to Inclusion - Experience working in culturally diverse environments or with children from various backgrounds is valued.
 - Familiarity with Digital Tools - Experience using digital platforms for attendance management, child management, and parent communication is an asset.

Work Environment Requirements

- Full-time role - Typically 40 hours per week, with flexibility required for early mornings or late afternoons depending on the facility's hours.
- Environment - Indoor work in a childcare center with children aged 3-5 years, with some outdoor supervision required.
- Physical demands - Active involvement with children, including physical play and attending to their safety, may involve lifting and assisting children.
- High level of responsibility and interaction with children, staff and parents

Additional Requirements

- Criminal Record Check: Successful completion of a criminal record check, including a vulnerable sector search.
- First Aid Certification: Valid Emergency Child Care First Aid and CPR or willingness to obtain within the first three months of employment.
- Immunizations: Up-to-date immunizations as required for childcare workers in British Columbia.
- Physical Requirements: Ability to engage in active play and lift up to 40 lbs.