



Child Care Manager – SD 10 Arrow Lakes

SD 10, in the beautiful West Kootenay region of southeastern BC, is situated on the traditional, ancestral and unceded territory of the Sinixt Peoples. We are seeking a highly competent and dynamic business leader to take on the important and challenging role of Child Care Manager for our Nakusp Early Learning Child Care Centre (NELCC). This is a full time, exempt staff position with a salary range of **\$70,609 - \$88,261**.

Our small rural district is staffed with people who care about our children and students and who go the extra kilometers – literally and figuratively - to make a difference! We are blessed not only with breathtaking geography – long lakes, snow-capped mountains, and lush forests – but also with warm and welcoming staff, parents and community across the district. Our parents, teachers, support staff, District and Educational Leadership Team, and Board of Education are committed to doing all that they can to support our learners.

Main Responsibilities

- develop, implement and monitor curriculum and age-appropriate childcare programming and ensure alignment with the District Strategic Plan and attainment of the mission, vision and goals for the NELCC
- lead a team of childcare staff including early childhood educators (ECE), infant toddler educators, ECE assistants, and responsible adults
- participate in employee related processes including hiring, onboarding, training, mentoring, and performance and evaluation
- plan and coordinate professional development initiatives for childcare staff
- recommend, develop, update, maintain and communicate policies and procedures as required for Licensing (Interior Health Authority), and as required by the District
- work alongside district staff to ensure all operational needs of the childcare Centre are met including management of facilities, budgets, payroll, and staffing
- liaise with, and manage all administrative requirements of external stakeholders including the Ministry of Education and Child Care, Childcare funding providers, and the Interior Health Authority, etc.
- manage marketing and public relations including initiatives to increase enrollment and communicate and engage parents and community
- provide daily onsite supervision and support including the provision of coverage for childcare on an as needed basis and in emergent situations
- build strong relationships with school and district administration, school communities and parents and be able to assist families with accessing resources and programs available to them and problem-solve and respond to concerns of staff and families
- model positive guidance and effective childcare management to maintain the safety, well-being and attention of all children
- meet with and report regularly to the District's Superintendent, including preparing information for presentation to the Board of Education
- other job-related tasks as assigned

Qualifications and Attributes:

- Early Childhood Educator Diploma or ECE Certificate
- Diploma in Business Administration, Accounting, or related field or a minimum of one (1) year relevant post-secondary coursework
- Early Childhood Educator BC License to practice or working towards attainment of
- Minimum 3 years' work experience in a childcare setting
- Minimum 3 years' experience in a management or supervisors' role with direct supervision of staff
- Strong collaboration and teamwork skills; excellent interpersonal and communication skills
- Exceptional verbal and written skills
- Strong technology skills with proficiency in a variety of office and education software programs, and in web site maintenance

- Superior proficiency in time management, record and data management

Applications:

Interested applicants are asked to submit a resume and cover letter with supporting documentation, together with three current professional references, no later than noon on May 9, 2024, to the District's Human Resources Manager by email to hr@sd10.bc.ca or by mail to PO Box 340, Nakusp, BC, V0G 1R0. Only short-listed applicants will be contacted.