



DIRECTOR, JRR CHILD CENTRE

John Ross Robertson Child Centre (JRRCC) is a school-based non-profit daycare and nursery school in midtown Toronto. We are committed to providing exceptional care to approximately 200 children from ages 2.5 to 12 years. Learn about us at www.jrrcc.com.

We are currently looking for an experienced, fun, creative and energetic child care centre Director to lead our team of ECEs on a permanent basis, starting in August 2020.

Who are we looking for

We are seeking an experienced **Director** who has the passion, enthusiasm and dedication to making a positive difference to every child, as well as strong administrative and people management skills. Reporting to the Board of Directors, the successful candidate will have:

- A passion for working with children;
- A keen eye to child care best practices and the delicate balance of educating through play;
- Strong leadership skills, and experience with strategic planning and fostering teamwork and collaboration amongst staff;
- Proven ability to effectively and efficiently manage the operations and finances of a daycare centre;
- Ability to manage change, adapt, and problem solve through creative solutions;
- Effective communication skills to engage with the board of directors, parents and all members of the community; and
- Computer capabilities: MS Office (Outlook, Word, Excel), Google Suite for Education, and data management software.

As **Director**, you will provide the foundation for nurturing care and education to young children helping them grow through personal expression, music, pre-literacy and reading, movement, science and exploration.

- Our flexible nursery school and other pre-school programs prepare young children for kindergarten, life-long learning and active participation in the community; and
- Our before and after school programs for school-age children are engaging, fun and complementary to children's school experience.

Key Duties and Responsibilities

- Oversee the day-to-day operations of the Centre and oversee a team of roughly 20 skilled child care providers
- Work in close collaboration with representatives of the Toronto District School Board (TDSB)
- Program development: develop, promote and implement the Centre's philosophical approach and implementation of an emergent curriculum model in all programs; assess program effectiveness and make changes according to needs of children, families, and community
- Implement electronic filing system and ensure that children's files are maintained in accordance with all regulatory and legislative requirements
- Financial management of the organization, including but not limited to:
 - Accounts payables/receivables
 - Payroll
 - Fee and wage subsidy protocol
 - Forecasting and overseeing all daily, monthly and annual budgets expenditures and revenue sources,

- Ongoing reporting of the financial status, reconciliation of finances and funding expenditures to the Board of Directors (and external stakeholders, as needed); and
- Ensuring programs meet and exceed CCA accreditation and auditing standards.
- Human resources:
 - Recruit, train, mentor and evaluate staff;
 - Develop and enforce personnel policies and procedures;
 - Develop and maintain personnel files and employment contracts and agreements; and
 - Promote, oversee and ensure ongoing staff training and professional development opportunities are accessible and utilized.
- Community outreach:
 - Responsible for all marketing and community outreach;
 - Support and collaborate with community and resource agencies, families, clients, school community, elected officials; and
 - Provide support and referral services to children, families and staff, as needed.
- Other related duties and responsibilities as required.

Minimum Qualifications

Experience, Education and Certifications

- Minimum 5 years experience as a Director or Assistant Director in a child care centre/ early learning program, managing a large team
 - Early Childhood Education Diploma or Degree
 - Experience in oversight of the following programs: Toddlers, Preschoolers, Kindergarten and School-age children;
- Proof of current registration in good standing with the College of Early Childhood Educators;
- Child Care Management certificate or equivalent an asset;
- Certificate in WHMIS and Health and Safety Awareness;
- Valid Food Handler Certification within two years of expiry (or willing to certify prior to employment);
- Valid First Aid Certificate within two years of expiry (or willing to certify prior to employment);
- A clear Health and Vulnerable Sector Police Background Check;
- Up to date immunizations and a corresponding record, as required by law; and
- Demonstrated in-depth knowledge of:
 - Toronto Children's Services - AQI, CSIS, etc.,
 - CCEYA (Current and new legislation)
 - CCLS (Child Care Licensing System)
 - OHSA (Occupational Health and Safety Act)
 - OCCH (Child Care Centre Hygiene)
 - Expert level knowledge and experience to facilitate and support the implementation of How Does Learning Happen? Foundations, goals and expectations
 - Current Canada Food Guide requirements,
 - Toronto Public Health guidelines, requirements and legislation,

Operations Management Acumen

- Excellent communication, presentation, and interpersonal skills;
- Excellent leadership and problem-solving skills;
- Excellent organizational and time management skills;
- Proficient in data management, MS Office (Outlook, Word, Excel), Google Suite for Education
- Demonstrated knowledge of Human Resource management best practices;
- Demonstrated financial management, forecasting and budget management skills, and ability to work with daycare Bookkeeper;

- Demonstrated passion for, and knowledge of, services for children and families such as child care, early child development, and special needs;
- Ability to work outside of the Centre's operating hours, when needed (i.e. to attend board meetings, staff meetings, special events, professional development, workshops, on-call work);
- Ability to work independently and to take initiative in order to respond effectively to new and/or changing circumstances and requirements; and
- Experience working collaboratively and effectively with a volunteer Board of Directors would be an asset.

Location: Toronto

Job Term: Full-Time Permanent Employment

Salary: Salary is negotiable and commensurate with experience
Includes benefits, and generous vacation during summer months.

Application Process:

Interested and qualified applicants are asked to **submit your resume and cover letter** (in MS Word or .pdf format) **by July 16th, 2020** to **careers@jrrcc.ca**.

Please include all applicable qualifications, skills and experience in your application.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

If you are invited to participate in the screening or interview process and you require a disability related accommodation, please let us know.

If offered the Director position, the successful candidate must be prepared to provide evidence of qualifications, an up to date immunization record as per Ministry requirements and a clear health and vulnerable sector police background check. Please also be prepared to provide up to three (3) work related references who may be contacted directly. At least one of the references must be a person who has supervised you directly.

We thank the staffing and recruitment industry for their interest, but ask not to be contacted regarding this position.