



Job Posting

Executive Director, Withrow Childcare Centre

Withrow Childcare Centre (WCC) is a not for profit community-based childcare program, located in Withrow Junior Public School, in Riverdale. Our programs provide care for children in age ranging from 2.5 to 11 years, with an operating capacity of approximately 175 children.

Withrow Childcare Centre is an equal opportunity employer.

We are currently seeking an experienced, creative, and energetic childcare **Executive Director** to manage a team of dedicated employees on a permanent basis, start date to be determined.

Scope:

The Executive Director (ED) is responsible for the general operations of the childcare in compliance with all municipal, provincial, and federal regulations and is accountable to the Board of Directors. He/she will have knowledge and understanding of the requirements of the Child Care Re-Opening Operational Guidance, COVID-19 outbreak Ministry document. The ED will ensure that the policies, procedures set forth by the Board of Directors are followed at all times. Other responsibilities include, but are not limited to overseeing curriculum, financial viability and staffing requirements. As the most senior employee, the ED will create a supportive atmosphere where health and safety protocols, active learning opportunities, and respect are upheld.

Reporting to the Board of Directors, you will:

- Be able to support and manage workplace change, adaptability and problem solve
- through creative solutions
- Possess strong administrative skills and exceptional interpersonal skills
- Demonstrate professionalism and subscribe to best practices in a childcare environment
- Posses strong financial management skills with working knowledge of budget
- adherence
- Work collaboratively and professionally within the school environment.
- Be knowledgeable with 'How does Learning Happen' (HDLH) and Early Learning for
- Every Child Today (ELECT) documents.
- Possess strong leadership and strategic planning skills and foster employee teamwork
- and collaboration.

- Proficient computer skills in Word, Excel, QuickBooks Online

General Responsibilities:

- Ensure the centre is operated in compliance with the Child Care and Early Years Act, 2014, including Ministry Childcare Re-opening COVID-19 guidelines (applicable versions), Toronto Public Health regulations and protocols, Toronto Fire Safety Standards, Toronto Children's Services regulations, including AQI, CSIS, etc., Ontario Employment Standards Act, Child Care Licensing System, Occupational Health and Safety Act, and all other such governing regulations and documents
- Manage and direct the curriculum of the centre ensuring the programs reflect diversity, culture, abilities, and the Program Statement
- Directly responsible for the overall operations of the child care centre including the maintenance of administrative and financial systems of the centre, including but not limited to monthly attendance recording and submitting, overseeing maintenance of waitlist, accounts payables and receivables (in conjunction with bookkeeper), ensure required reports are accurate and completed in a timely manner
- Oversee relevant HR components (in conjunction with Supervisor), such as recruit, train, monitor and evaluate staff, promote, and oversee professional development.
- Staying current with regards to changing regulations and revising policies and procedures as needed
- Will provide leadership, direction, coaching, guidance, support, and supervision to a team of dedicated employees
- Will develop and maintain good working relationships with stakeholders including parents, TDSB personnel, Ministry Program Advisor, City Consultant, and all other regulatory bodies.
- Will be responsible for reporting to the Board of Directors with regards to the operation of the childcare and attending monthly Board meetings
- Work alongside office staff (Supervisor) to ensure supportive environment upheld while performing individual and mutual managerial duties.

Qualifications:

- Early Childhood Education Diploma or Degree
- Registered with the College of Early Childhood Educators as an RECE
- Be in good standing with the College of ECE
- Preferably 5 years' experience as an RECE and at least 4 years supervisory experience
- Experience in overseeing Preschool, Kindergarten and School age programs
- Have current Standard First Aid & CPR / Food Handling certification/up to date

- immunization, Vulnerable Sector Screening police check

Employment is conditional on a successful police reference check and vulnerable sector screening as well as meeting the medical criteria set out by Toronto Public Health.

Competitive compensation package offered including benefits. Interested candidates should email their **resume and cover letter** to the attention of ‘Hiring Committee’ @ admin@withrowcc.com

Please provide **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.