



Position Title:	Early Learning Manager
Report To:	Superintendent of Learning
Employment Type:	Full-Time, Temporary (Leave Replacement)
Location:	Nutsumaat Lelum Childcare Facility 3947b Shell Beach Rd Ladysmith, BC V9G 1K6
Schedule:	Monday-Friday (possibly some evenings)
Hours/Day:	8 hours/day
Wage:	\$36 - \$38/hour

Position Summary:

Stz'uminus Education Society (SES) is seeking a Early Learning Manager to join our administrative team supporting the Nutsumaat Lelum Childcare. The ideal candidate will be solution-oriented with exceptional communication skills, pays attention to detail; work as team-player, able to work independently. This position assumes the role as a leader in planning, directing, developing, and providing quality care. The responsibilities include meeting and adhering to professional childcare licensing standards, complying with organizational policies and procedures. Supporting organizational student's and families' goals, and values. Promoting teamwork among staff and fostering positive student and family outcomes. Excellent interpersonal and written communications skills are a must as well as the ability to work well with others and be sensitive to their problems, concerns and goals.

Job Description & Responsibilities:

- Supports dialogue and reflection on the importance of the development and learning of young children
- Guides early learning programs and activities

- Encourages discussion with families about their child's early learning
- shapes professional development
- Promotion of early learning with an Indigenous Lens
- Strong leadership and interpersonal skills, capable of building cohesive teams by creating respectful, nurturing, and empowering relationships.
- Knowledge of childcare licensing and inspections.
- Strong analytical skills related to budgeting, fiscal management, monitoring, completing reports for programs as necessary.
- Ability to manage confidential information and situations in a professional manner.
- Ability to respond to emergencies and maintain control in high stress situations.
- Ability to think strategically, set priorities, and plans to achieve goals.
- Demonstrate sound judgement and excellent communication skills, both written and verbal.
- Understand of Trauma Informal Practices.

Qualifications:

- Degree/Diploma in Early Childhood Education or related education in field of study.
- Experience working in a childcare related field.
- Experience in leading and supervising staff.
- Demonstrated superior organizational, management, leadership, communication and human relations skills.
- Ability to understand basic accounting and financial functions in order to manage budgets.
- Valid First Aid certificate as required by Child care Licensing.
- Clearance of a Criminal Record Check

To explore how we might work together, we invite your application via careers@stzuminus.com by June 19, 2024 at 4:00 p.m.