

## CHILD CARE ADMINISTRATOR

Part-Time Position

Open until suitable candidate is hired

Cedar Bridge School is seeking a Child Care Administrator to join our rapidly growing team. The Child Care Administrator assumes regulatory responsibility for the day to day operation of the Child Care Licensed programs. The Administrator works closely in collaboration with the EC Faculty Chair. The Administrator is responsible for all documentation and communications with staff to ensure the program runs smoothly. They will work closely with the Admissions Team to register new applicants and schedule their transition into the Programs. The Administrator will also be responsible for ensuring all licensing and regulatory policies and procedures are up to date and implemented as required. The Child Care Administrator reports to the Head of School.

### REQUIREMENTS

- Strong administration and computer skills
- The ability to multi-task and handle multiple projects
- Strong communication and written skills, along with an approachable manner towards parents and colleagues
- BC ECE full certification is not required but desirable

### ADMINISTRATIVE RESPONSIBILITIES

- Maintain and organize all computer files and binders
- Maintain children's application and enrolment files
- Guide families through application process in collaboration with the Admissions Team
- Ensure archives are properly stored

- Ensure all staff are trained in handling illness, injuries, serious occurrences, fire drills, and sanitary procedures, as per the child care regulations
- Review and updates must be provided regularly
- Develop and maintain parent communications in collaboration with the EC Faculty Chair
- Provide staff evaluations within the first 3 months and annually thereafter
- Ensure all license requirements are met from Interior Health and ECE Childcare
- Demonstrate knowledge of the regulations in the BC Childcare Act
- Ensure all staff are up-to-date with First Aid and other required certifications
- Designate and/or conduct daily, monthly, seasonal and annual inspections of the playground facility and communicate needs to the Caretaker

CBS offers competitive wages and a nourishing work environment with a supportive and proactive communication policy. We are currently a WECAN approved developing school and and AWSNA approved developing school.

### TO APPLY

Interested candidates should respond immediately with the following:

- Cover letter
- Resume
- Current applicable certifications/licenses
- Three references

to:

Cedar Bridge School Hiring Committee:  
[info@cedarbridgeschool.org](mailto:info@cedarbridgeschool.org)