

CHILD CARE ADMINISTRATOR

Open until suitable candidate is hired

The Bridge Educational Society is seeking a Child Care Administrator to join our rapidly growing team in our brand-new Early Years Centre. The Child Care Administrator assumes responsibility for the day to day operation of the Licensed Child Care programs on our campus. The Administrator is responsible for all documentation to ensure the program runs smoothly. The Administrator supports the work of the EC Faculty Chair who ensure a high level of pedagogical practices in all EC programs. They will also provide administrative support to the admissions team to register new applicants and schedule their transition into the early years programs. The Administrator will also be responsible for ensuring all licensing and regulatory policies and procedures are updated and implemented as required. The Child Care Administrator reports to Head of School.

REQUIREMENTS

- Strong administration and computer skills
- 5+ year of direct experience in EC programs required; direct supervisory/leadership/administration of EC programs preferred
- Must be willing to be flexible in schedule, working Monday – Friday usually until 6pm
- The ability to multi-task and handle multiple projects
- Must work in ratio in our programs when needed
- Strong communication and written skills, along with an approachable manner towards parents and colleagues
- BC ECE certification is required; direct experience with Waldorf early years practices/training desirable

ADMINISTRATIVE RESPONSIBILITIES

- Maintain and organize all computer files and binders
- Maintain children's application and enrolment files including all ministry of education requirements
- Guide families through application process
- Ensure archives are properly stored
- Ensure all staff are trained in handling illness, injuries, serious occurrences, fire drills, sanitary

- procedures and behavior management. Review and updates must be provided regularly
- Assist with 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
- Maintain communication with Ministry representative
- 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 Facilities Manager

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

TO APPLY

Interested candidates should respond immediately with the following:

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

to:

BES Hiring Committee:

info@okanaganwaldorfschool.org