



Exciting Day Care Director Opportunity!

Are you looking for a change? Are you interested in a new challenge?

Would you like to expand your skills?

Are you keen to help build a warm, family-friendly day care from the ground up?

Are you seeking to make a difference in the lives of children, families and community?

The New Ross Preschool Society is looking for a Motivated Level 2 or 3 ECE

For the position of Early Childhood Educator Director.

Why Choose the New Ross Preschool Society?

- Small-scale Day Care (12 children)
- An opportunity to be creative and help develop a Day Care from its start
- Located in a Family Resource Centre
- Supportive organization, partners and community
- Make a difference in the lives of children, families and a community
- Develop your management skills, in a small, supportive organization

Not so Far Away

At the heart of NS, we're only about 30 min. from Kentville and Chester, 40 min. from Bridgewater and less than 50 min. from Tantallon. You avoid commuting traffic and never have to worry about a parking spot!

We are excited to have opened a new Day Care in New Ross in September 2018 and hope you consider joining the team! Please see the attached job description to learn more details and how to apply. Feel free to contact us! We'd be happy to show you around our space and community.



About New Ross

New Ross is a vibrant and innovative rural community, centrally located between the Annapolis Valley and the South Shore, in the heart of Nova Scotia. New Ross boasts natural beauty, hard-working, warm and friendly people, a P-8 school, ample recreation possibilities, with many things to do and be involved in. You'll find affordable housing with plenty of property to enjoy what country living has to offer.

New Ross residents consistently work together for the betterment of the community while enjoying a quality of life that fosters pride and prosperity and welcome everyone to experience what we consider a "Hidden Gem".

About New Ross Preschool Society

The Day Care is in the New Ross Family Resource Centre. We have a small centre that offers a home environment and strive to offer a very personal experience for families and children.

There already exists many key partnership that will make this a very special Day Care opportunity. Not only will the location offer access to the New Ross Consolidated School playground, but NRPS already has a very close partnership with the New Ross Family Resource Centre and New Ross Consolidated School.

The NRFRC offers afterschool programs, playgroup, prenatal program & baby group, dance class, etc. This close partnership will allow for a continuum of learning from early childhood through to school age years and surrounded by a caring, loving, family and community orientated environment, it would be our hope, goal and mission that each child will strive and thrive.

NEW ROSS Preschool Society (NRPS) – Employment Opportunity

4691 Highway 12, New Ross, NS

JOB TITLE: Early Childhood Educator Director

REPORTS TO: Board of Directors

POSITION SUMMARY:

The Early Childhood Educator Director is responsible for directing and operating a day care program in the community of New Ross, to successfully achieve its mission, vision and philosophy, and licensing requirements for children aged 18 months to 5 years.

MAIN DUTIES AND RESPONSIBILITIES:

The Early Childhood Educator Director is the lead Educator and is responsible for: Providing leadership to ensure children have a happy, safe, family-friendly environment, facilitating healthy growth and development, through play-based learning and nurture.

Client Services

- Collaborates with staff to select and design curriculum; providing leadership in promoting best-practices.
- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children.
- Plan and lead activities by telling or reading stories, teaching songs, taking children to local points of interest and providing opportunities to express creativity through the media of art, dramatic play, music and physical activity.
- Plan and maintain an environment that protects the health, security and well-being of children.
- Guide and assist children in the development of proper eating, dressing and toilet habits.
- Assess the abilities, interests and needs of children and discuss progress or problems with parents and other staff members.

Management & Administrative Functions

- Direct and lead staff, train staff, coordinate staff scheduling and sets positive tone for the Centre
- Coordinate and prepares plans, and provides leadership
- Oversee day to day operations of the Centre
- Ensures the Centre is a safe environment for all children and staff
- Lead and ensure successful implementation of Centre's policies, procedures, licensing requirements and Provincial Day Care Act Regulations
- Collaborate with the Board of Directors to establish and revise policies and procedures, prepare budgets and manage finances, hire staff
- Build strong partnerships with organizations
- Observe children for signs of potential learning or behavioral problems and prepare reports for parents, guardians or supervisors.

- Complete paperwork, reports and documentation pertaining to operational standards.

Other duties as required

- Coordinate special events for the program.
- Help coordinate fundraising efforts for the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES:

- Strong leadership skills. Able to lead a staff team and interact in a professional manner. Management skills and experience an asset.
- Financial management skills, or a willingness to learn.
- Problem solving skill; Manage time and prioritize task.
- High level of motivation to develop skills needed for the position, and pursue professional development.
- Knowledge of licensing requirements and Provincial Day Care Act Regulations and their application. Able to ensure successful implementation, and a safe place for children and workers.
- Proficient in using the computer.
- Create a positive environment for children to grow and develop and work environment.
- Demonstrate attention to detail to ensure accuracy of written information.
- Provide mandatory Child Abuse Registry and Vulnerable Sector checks.
- Lead and maintain partnerships and positive relationships with organizations and families.
- Work both independently, and collaboratively with co-workers, families and other participating members and partners.
- Use excellent communication skills (written and oral), organization and administrative skills.
- Enjoy and work well with children.
- Work 40 hours + per week on a permanent full time basis.

REQUIRED QUALIFICATIONS:

The Early Childhood Educator must possess:

- Level 2 or 3 Classification under the Day Care Act and Regulations 40(1) of Day Care regulations.
- Current First Aid Certification.

Salary: To be negotiated, qualifications dependent. Hourly wage \$18.00/hour for level 2, \$20.00/hour for Level 3

Start Date: October 15th, 2018

Closing date to apply: ASAP

We thank all interested candidates for applying. However, we will only be contacting those individuals that we wish to interview.

Please forward cover letter, resume, and three references electronically, in Adobe PDF or Word format, to Diane at nrfcnewross@hotmail.com