



Posting Date: August 18, 2022

Island Catholic Schools
Invites applications for:

**Director of Childcare Centre for
St. John Paul II School, Mini Miracles Family Centre, in Port Alberni**
Start date: October 1, 2022

This position involves being the director of Mini Miracles Family Centre.

Preference will be given to candidates with the following qualifications and attributes:

- Commitment to Catholic Education
- Grade 12 or equivalent and ECE certificate
- Experience in inclusive child care settings working with children, families and other professionals
- Experience supervising child care workers
- Experience in the administration and management of an operating budget, grant applications, and pursuit of other funding options and agencies
- Valid First Aid Certificate

Duties and Responsibilities:

- Directly responsible to the Principal
- Responsible (staffing scheduling supervision) for Before and After-School-Care, Preschool, and Day Care Programs
- Ensure that the child care programs meet all legal requirements
- Provide School Council with information as requested and/or required
- Ensure that the operational policies are implemented (ICS and VIHA policies)
- Provide coverage on the floor when ratios dictate or in the event of staff absence not covered by "worker-on-call"
- Ensure that the curriculum meets established policies
- Work with staff to infuse the Catholic faith in the programs
- Ensure ongoing coaching and supervision of child care staff and other employees and volunteers in the child care program
- Ensure that the financial administration tasks in all programs are managed as directed and required
- Supervisory responsibility for all child care personnel
- Manage and maintain personnel files in conjunction with the Principal
- Manage all tasks related to the operation budget
- In consultation with the Principal, establish appropriate staffing levels
- Manage and maintain all student files for enrolled students
- Assist in promoting the organization and its child care services in the community
- Other duties related to the program that may be assigned by the school Principal
- Annual work period in 12 months

Please provide: cover letter, resume, Island Catholic Schools application form, Pastors reference form, Declaration of Faith form, photocopy of ECE certificate and/or transcripts, most recent evaluation report from recent employer, Baptismal Certificate, Marriage Certificate (if applicable), copy of birth certificate or passport (for proof of eligibility to work in Canada).

Support Staff Application Form and Pastor Reference Form available on website:

<https://cisdv.bc.ca/employment-opportunities/>

If hired, a Criminal Record Check will be required prior to starting work.

For further information, contact:

Mrs. Rachelle Warman, Principal

rwarman@cisdv.bc.ca

250-723-0637

Applications should be forwarded to:

Island Catholic Schools Office

Attention: Mrs. Beverly Pulyk, Co-superintendent

#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1

schools@cisdv.bc.ca

Only short-listed applicants will be contacted. Position available until filled.