



Posting Date: March 12, 2024

Island Catholic Schools
Invites applications for:

**Manager of Childcare Centre for
St. John Paul II School, Mini Miracles Family Centre, in Port Alberni**

Start date: April 15, 2024

Salary: \$28.19 - \$29.21 (Plus Wage Enhancement)

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

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

- Commitment to Catholic Education
- Valid ECE Certificate (IT/SNE preferred)
- Valid First Aid 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
- Strong knowledge and experience implementing current BC Child Care Licensing Regulations and the Community Care and Assisted Living Act
- Experience working with and implementing the BC Early Learning Framework
- Strong knowledge and experience working in a Catholic/Christian setting

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 all operational ICS policies and BC Child Care Licensing Regulations are implemented
- Provide coverage on the floor when ratios dictate or in the event of staff absence not covered by "worker-on-call"
- Ensure that curriculum meets all ICS policies and current best practices in early childhood education
- 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
- In consultation with the Principal, establish appropriate staffing levels as mandated by BC Child Care Licensing Regulations
- 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 is 12 months

Please Provide:

- Cover letter and resume
- Support Staff Application Form
- Photocopy of ECE certificate and/or transcripts
- Photocopy of Childcare First Aid certificate
- Immunization status
- Two (2) reference letters
- Name and contact information of two (2) references
- Photocopy of birth certificate or passport (for proof of eligibility to work in Canada)
- Photocopy of marriage certificate (if applicable)
- If Catholic, please submit Pastor Reference Form and photocopy of Baptismal Certificate

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: Mr. Paul Rossetti, Superintendent

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

schools@cisdv.bc.ca

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