



Shining Star Child Care Center

Employment Opportunity

Position: Manager/Early Childhood Educator

Hours: Full time (36-40hr/week)

Wage: starting wage is \$25/hr + \$6/hr wage enhancement

Benefits: Paid Vacation, Medical and Dental Benefit

Start date: As soon as possible

Responsibilities

- Manage the day to day operations of the programs
- Foster a safe, inclusive, and stimulating environment for all children.
- Communicate effectively with parents and guardians regarding children's progress, behavior and development, maintains strong family relationships, and address parents' concerns professionally while maintaining a customer service-oriented approach
- Support children with special needs and those who may require additional assistance.
- Utilize computer operation skills for maintaining records, planning lessons, and communicating with families.
- Encourage social, emotional, and cognitive development through play-based learning activities.
- Supervise, coach, develop, and evaluate staff
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly/monthly schedules
- Responsible for responding to emergencies or incidents as needed and ensures reporting and follow-up
- Manage funding sources such as Affordable Child Care Benefit, Child Care Operating funding, etc.
- Ensure all required documentation are in compliance with local licensing regulations
- May work on the floor to ensure ratio compliance
- Follow all licensing regulations and guidelines

Experience

- A degree in Early Childhood Education or a related field is preferred.
- Experience working with children in an educational setting is essential.
- Familiarity with special education practices is a plus.

- Demonstrated leadership skills in managing classroom dynamics effectively.
- Experience working with individuals with disabilities is beneficial.
- Proficiency in computerized systems for educational purposes is an advantage.
- Exceptional decision making, problem-solving, conflict management, and organizational skills

Requirements

- A valid certificate in Early Childhood Education
- Current Child Care First Aid
- A valid class 7 or 5 BC driver license
- Clear Criminal Record Check
- Immunization Record

Interested applicants are asked to please email their resume to shiningstar@shaw.ca.