



EARLY CHILDHOOD EDUCATION CENTRE DIRECTOR

The JCC's Vision & Purpose:

At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the J provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

Our recently expanded Prosserman JCC ECE Centre, situated on the magnificent Sherman Campus in North York (Bathurst/Sheppard major intersection) is one of our flagship JCC programs, licensed for 242 children ages infant to JK/SK, operating a renowned daycare/preschool with 12 classrooms in our state-of-the-art facility. Over 50 dedicated staff provide a safe, nurturing, warm, professional, and enriched teaching experience infused with Jewish values and experiential learning incorporating the ELECT, How Children Learn and JCC Sheva teaching philosophies and extra-curricular specialties. We are fully enrolled for the 2022/3 school year with a waiting list and we are looking for a dynamic, professional, and expert ECE Centre Director to join our outstanding team.

The Perfect ECE Centre Director for our JCC:

You're a Registered E.C.E. with a positive track record in leadership and administration. At your core, you're a superb educator, an inspiring leader, an expert communicator and a highly organized, technology proficient, administrator. You have a passion for working with children and a strong flair for helping people and providing an exceptional educational and customer service experience. Jewish culture, traditions, and a connection to Israel are part of your DNA. Your English language skills are superior, oral, and written, and if you speak Hebrew and/or Russian it's an asset but not required. Moreover you connect to the JCC vision and mission and understand that leading the Prosserman Daycare and Preschool affords an incredible opportunity to connect the daycare families to something bigger, to being part of the larger Jewish community, not only through their duration with the daycare and preschool, but for years after!

This full-time position reports to our Director of JCC ECE Centers. Responsibilities include:

- ✓ Creating a warm, friendly, helpful, and nurturing environment for parents, students, and staff.
- ✓ Overseeing the Daycare and Preschool daily operations according to the Child Care and Early Years Act (CCEYA), City of Toronto Operating Criteria, Program Statement, JCCA Sheva framework and Collective Agreement.
- ✓ Managing the Daycare and Preschool budget, approving payroll and ensuring expenses are in-line and reporting is accurate.
- ✓ Ensuring program and ratio compliance with the Ministry licensing and ensuring the health and safety of all staff and children at all times.



- ✓ Developing new and innovative programming to maintain best-in-class service delivery; an all-inclusive 5-star experience for children and their families.
- ✓ Developing and maintaining excellent working relationships among staff, including staff meetings, and proactively resolving issues within the parameters of the Collective Agreement.
- ✓ Working collaboratively with Parent Teacher Group (PTG) and Labor Management Committee.
- ✓ Hiring, coaching, and evaluating staff through classroom observations and ensuring high results and staff retention.
- ✓ Managing the Assistant Daycare Director and ECE Coordinator and providing direction and oversight for their tasks.
- ✓ Ensuring timely and engaging parent communication and exceptional levels of customer service.
- ✓ Covering in classroom when necessary.
- ✓ Working collaboratively with other department heads.
- ✓ Participating in J events and special activities
- ✓ Ensuring children and their parents extend their Jewish journey at the J into other programs and campus life and stay connected with the J well beyond graduation.

Change Lives, Work, & Grow with Us:

Work with some of the most passionate, driven, and effective community builders and educators in the City and be part of an environment which will challenge you and empower you to keep learning and growing. What else can you expect?

- Swim, workout, and enjoy our programs with a free Family Membership at the J
- Jewish holiday community celebrations & paid time off to enjoy the Jewish holidays with your family
- Comprehensive wellness benefits
- Commitment to your training and career growth
- Of course, all of this also comes with a market competitive salary

How to Apply:

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. Canada approved 2nd dose Covid-19 vaccine is a condition of hire. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **April 4, 2022** to Jeanette Hyde, H.R. Director: jeanette@srcentre.ca Please clearly state the job title in your email subject line.

We appreciate your application; however, we will only be contacting the candidates we wish to interview.