



ELFi
First School
EARLY LEARNING FOUNDATION INNOVATOR

No.2 Hiring Daycare Manager in Delta, BC

About Us:

Currently, Maplekids Education Group has two international schools in Lanzhou, China. We serve over 500 families with over 60 staff. We will soon open our brand-new childcare program (ELFi First School) in Delta, Canada, and Shanghai, China in 2019.

The Delta location of ELFi First School will offer care to **24 Infant Toddlers** and **48 3-to 5-year-olds**. With the one opening in Delta, Canada and the other 2 new multi-age locations opening in Shanghai, China, we will continue to grow and provide the best in-class care& education for more families in Canada and China.

We are looking for inspiring and dedicated lifelong learners to join our team. With our growth comes opportunities for you to grow and succeed with us!

Location: Delta, BC

Position:

Permanent full-time, Mondays-Fridays, 35-40 hours per week

(renew contract every year)

Position Title:

Daycare Manager

1 Position available:

Looking for full-time daycare manager



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Start Date: September 2019

Compensation:

Starting at \$22 to \$28 per hour

(negotiable based on education and experience)

Benefit package:

Annual Bonus, 2 weeks paid vacation, medical coverage, extended health and dental benefits, oversea professional development opportunity, paid training , teambuilding experience, and more! (to be negotiated in person)

Job summary:

Maplekids Education Group's brand-new program, the Early Learning Foundation Innovator (ELFi) requires a full-time daycare manager to manage the licensed child care programs at ELFi First School in Delta, BC, Canada. The manager will be responsible for overseeing the daily operations of the daycare and leading the work of all the staff, training new teachers, providing direct family centred support to parents and children (0-5) in compliance with BC Child Care Licensing Regulations, and corresponding to the ELFi school policies and procedures.

Required Job Competencies:



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- (1) Ensuring the developmental needs of each child are met by providing a safe, respectful, open and positive environment;

- (2) Working collaboratively and maintain positive communications with all employees. Creating, implementing and overseeing all youth-aged programs while aiding fellow supervisors in the school system;

- (3) Supervising staffs and maintaining staff schedules including training, vacations, absenteeism, and overtime with strong conflict resolution and leadership skills;

- (4) Building relationships and working cooperatively with parents to meet children's needs, addressing challenging topics with care and sensitivity;

- (5) Ensuring all practices, activities, and decisions regarding operations are prudent, ethical and consistent with the ELFI school's mission and policies, and follow all legal and regulatory obligations;

- (6) Performing all administrative tasks in a timely manner, including payroll, accounting, reporting, grant applications, government programs, etc.;

- (7) Attending monthly staff meetings to report on all relevant trends, changes and/or concerns that require attention;

- (8) Managing the process of bringing in practicum students, volunteers, and substitutes;



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(9) Responding to program communication requirements, communicating to members via program e-mails and newsletters;

(10) The manager reports to the Maplekids Education Board, through the Chair of the Board.

Qualification:

(1) Early Childhood Education License to practice (Mandatory)

(2) Special needs license, Infant & Toddler Educator Certificate, and experience with school-age children are assets

(3) No criminal record worldwide

(4) Current Standard First Aid and CPR-C (or willing to obtain)

(5) Minimum 2 years of experience as a supervisor in multi-cultural childcare centres

(6) Minimum 3 years of ECE teacher experience in multi-cultural childcare centres

(7) Three professional references

(8) Proficient with technology (Microsoft Office Software, Program Registration Software, etc.), effective skills of basic accounting

(9) Excellent oral and written communication skills in English (second or third language is an asset); excellent organization and time management skills

(10) Medical Clearance according to Child Care Licensing Regulations; Immunization Status

Application Deadline:

May 2019, or until the position is filled. Please forward your resume and cover letter to:



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alice.maplekids@hotmail.com

Please note that only the shortlisted candidates will be contacted.

Maplekids Education Group is an equal opportunity employer.