

Compass Early Learning and Care Career Opportunity

Position: Administrative Lead

Job Type: Contract

Location: Courtice Program – Courtice, Ontario

Hours: Up to 30 hours per week.

Rate of Pay: \$22.45-\$25.66

Anticipated Start Date: November 22, 2021

Anticipated End Date: January 1, 2022

About the role

As the Compass ELC Admin Lead at our Courtice location, you will work collaboratively alongside the Pedagogical/Culture Lead to foster and support a program that is aligned with Compass ELC policies, values, and strategic plan. You will have opportunities to work closely with community partners, parents, educators, and children. You will model and grow an equity perspective and strive for a deeper understanding of cultural awareness. You will work 35 hours a week, supporting the program administratively. Hours will vary from 7am to 6pm Monday to Friday.

About you

You are passionate about early learning and care, emergent curriculum and life-long learning. You are eager to contribute to an amazing organizational culture, to create partnerships with children, families, peers, schools and the community welcoming diverse perspectives. You have a natural disposition towards administration and organizations, are comfortable with technology and possess a clear understanding of the CCEYA (Child Care Early Years Act), related legislation, Compass ELC policies and procedures, distributed leadership and supporting a culture of a safe and joyful workplace. You are registered with the College of Early Childhood Educators and possess the training and documents required by the Ministry of Education to work in a childcare setting.

Some accountabilities associated with the role include:

- Supporting family engagement and hold a high image of families, children, and community.
- Have a strong knowledge of Compass ELC's policies, values, and legislative requirements to maintain compliance at all times.
- You will spend your time working on administrative requirements such as enrollment, billing, staffing needs, succession planning, computer-based skills, accounts receivable, payroll, and communication with families, staff and community.

- Supporting financial administration and viability.
- Working as part of a team with fellow Co-workers, Families, Community Partners and Children.
- Ensuring the safety of staff and children by learning and acknowledging all children's diverse needs, backgrounds, and creating equitable opportunities for all children to engage.
- Demonstrating respect for spaces by ensuring the safety and cleanliness of all equipment, furniture, and materials.

Wage premiums:

- Premiums of up to 2.75 will be applied to eligible positions
 - Eligible split shift/school age shifts will be provided with a \$0.75 increase (not including summer camp, March break or PA day shifts)
 - Eligible positions will be provided with a \$2 wage enhancement.

To Apply

Please send your resume and cover letter to: careers@compasselc.com Attn: HR Team

In keeping with Compass Early Learning & Care's commitment to providing service in a manner that is accessible to all, reasonable accommodations will be provided for applicants upon request. Please contact Human Resources: hr@compasselc.com or careers@compasselc.com. 705-749-3488 ext. 217

Additional Information and Requirements:

Experience:

- 1-2 years of childcare or teaching experience (Preferred)
- 1-2 years' experience working in a licensed childcare environment (Required)
- 1-2 years of administrative experience (Preferred)

Education and Certifications:

- Post-Secondary Degree in relevant field (Required)
- Standard First Aid/CPR Level C (Required)
- Updated Vulnerable Sector Check within the last 6 months (Required)
- Updated Immunizations/ Refusal of Affidavit (Required)
- Registration with the College of Early childhood Educators (Required)

Language:

- English (Required)



Benefits:

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