



## BELVOIR COOPERATIVE NURSERY SCHOOL

634 Longfield Street, Unit #4  
Mount Brydges, Ontario, N0L1W0

### Current Job Opportunity:

### ***Program Director / Nursery School Lead Educator (RECE)***

Belvoir Cooperative Nursery School is a community-centred, parent-run cooperative. Our program offers children ages 2 to 5 the opportunity to explore and learn through play, as we offer a wide variety of age-appropriate stimulating opportunities.

Belvoir is an inclusive environment; where parents are encouraged to be a part of their child's early education. We're currently looking to fill our **Program Director/Nursery School Lead Education** position with an individual who has a passion for teaching and supporting the development of young children, who can work well in a team, and also take direction if required.

While the *Nursery School Lead Educator* position is part time mornings, there is opportunity, pending COVID-19 guidelines, through our Belvoir Kids programs for additional hours, including full time during Christmas and March Break, as well as throughout the summer month, if interested. The hours of the Program Director position can be mutually determined upon hiring.

Belvoir Kids is an extension of Belvoir Cooperative Nursery School. Belvoir Kids offers school aged programs through fun, age appropriate activities for children 4 to 12 years of age, both indoors and outdoors.

**Summary:** *Reporting to the Board of Directors, the Program Director / Nursery School Lead Educator is accountable for the development and implementation of daily activities for our nursery school program. The Program Director / Nursery School Lead Educator will also work closely with partnering agencies to ensure the inclusion of all children in our programs.*

### **Program Director Role Responsibilities**

1. Supervise and collaborate with staff in all programs: Nursery School, Before and After School Care, and all Camps (PD Days, Christmas, March Break and Summer).
2. Collaborate with parents and children.
3. Support teaching staff and promote their professional development.
4. Create staffing schedules for all programs, including duty day calendar for Nursery School.
5. Complete all ministry required documentation for all programs.
6. Support the Board of Directors with hiring and training new staff.
7. Complete performance reviews of all staff members.
8. Evaluate materials, equipment and supplies needs and inform the Board of Directors.
9. Present a report to the Board of Directors and/or Parent Membership on a monthly basis.

### **Nursery School Lead Educator Role Responsibilities**

1. Plan and develop nursery school programs for children ages 2 to 5 years by providing learning opportunities and creative expression through mediums of art, dramatic play, and music.
2. Provide supervision and guidance of daily activities, field trips and special activities.
3. Assess the developmental level of children using the Nippissing District Developmental Screening, or similar screening.

4. Adjust activities using strengths-based approach for children with exceptionalities, at times in conjunction with All Kids Belong.
5. Maintain daily records of attendance, program activities, and safety checks.
6. Use appropriate behaviour modification techniques when supervising children.
7. Ensure that equipment, facilities and grounds are safe play areas for children.
8. Communicate with parents/caregivers of children on a daily basis.
9. Lead other program staff by example.
10. Liaise with the Board of Directors, and Community Partners to create an inclusive and cohesive learning environment.
11. Provide a final written evaluation of the program.
12. Perform other related duties as assigned.

### **Job Requirements**

1. Preference will be given to those registered with the College of Early Childhood Educators, or those in an Early Childhood Education program.
2. Minimum two years' experience working with preschool aged children.
3. Experience with children with special needs and/or behavioural challenges is an asset.
4. Able to demonstrate good communication and interpersonal skills.
5. Possess knowledge of the Day Nurseries Act and Licensing Regulations
6. Original Vulnerable Sector Criminal Reference Check, dated within the last six months, or willing to obtain.
7. A valid Standard First Aid Certificate, with level C CPR, or willing to obtain.
8. Basic ability to use technology (including smart phones, computers, tablets)
9. Successful completion of Ministry of Education CCEYA Self-test, or willing to complete.
10. Reliable transportation as Belvoir is not located on a bus route.

### **Hours of Work**

The position is Monday to Friday, starting September 8th, 2020. Days of work will follow that of the Thames Valley District School Board schedule. Schedule hours are to be determined.

*Please note that additional hours, if interested, can be discussed through our Belvoir Kids Before and After School Program, and Camps (PD Day, Christmas & March Break, and Summer months).*

**Rate of Pay:** Wages are negotiable.

**Closing Date:** July 20, 2020

**Submit cover letter and resume via email to [belvoirboard@gmail.com](mailto:belvoirboard@gmail.com)**

**\* No phone calls please. Only those selected for an interview will be contacted \***