



JOB POSTING

JOB TITLE:	Manager, Centre for Early Development
STATUS:	Regular Full-Time (37.5 hours per week)
POSITION LEVEL:	Level 7
SALARY RANGE:	\$50,649.77 - \$68,069.05
HIRING RANGE:	\$50,649.77 - \$58,716.96
JOB LOCATION:	Midtown CED, 45 Dunfield Avenue

About Mothercraft: Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About Mothercraft’s Centres for Early Development: Mothercraft currently operates four Centres for Early Development (CEDs) – at Brookfield Place, at Eaton Centre, at Robertson House – 32 Heath Street West, and at Avondale Public School. In 2020, we will open a fifth CED at 45 Dunfield Avenue. The Midtown CED will be licensed for 52 children aged 0-4 years. All Mothercraft CEDs are directed by the same goal: “to support healthy child development across all families”.

Position Description:

- Reporting to the Director, Child and Family Services, the CED Manager will manage a team of RECE’s and ECA’s in the daily operations of Mothercraft’s Midtown Centre for Early Development.
- Ensure services are based on Mothercraft’s theoretical frameworks.
- Ensure adherence to policies and procedures, and compliance with all legislative and regulatory standards in order to maintain a high quality of care for children.
- Ensure the children’s programs and learning opportunities are based on the Early Years pedagogical framework of How Does Learning Happen (ELECT) as set out by the Ministry of Education.
- Provide leadership to the development and implementation of enhanced, responsive and integrated family and child programming in conjunction with staff, a Parent Advisory Committee, and the Director, Child and Family Services.
- Collaborate with Human Resources to recruit, select, hire and provide training to new employees for the CED.
- Provide guidance and mentoring to staff and facilitate staff development through the provision of feedback and annual performance appraisals.
- Provide input into budget development and manage revenue and expenditures in line with the approved budget.

- Collaborate with the Corporate Services Division to arrange necessary support on facility, IT, and HR matters.

Your experience and qualifications includes:

- Early Childhood Education Diploma and Registration with the College of ECE.
- Bachelor's degree in Early Childhood Education or a related field, in addition to an ECE Diploma, is considered an asset.
- Minimum five years experience in a childcare setting and 3 years of management experience.
- Infant/toddler experience is essential.
- Strong working knowledge of Ministry Licensing regulations, City of Toronto Early Learning and Care Assessment for Quality Improvement, and Child Care and Early Years Act are required.
- Working knowledge of MS Office Suite is essential.
- Police reference check is a requirement.
- Medical Assessment is a requirement.
- Standard First Aid & CPR C Certificate is a requirement.
- Travel within the GTA and occasional evening and weekend work are required.
- French language skill is an asset.

You're often described as:

- A strong communicator with skills in written and verbal communication.
- A supervisor with great conflict resolution and problem solving skills.
- Strong knowledge of childcare centre day-to-day operations.
- Able to work in a fast paced environment with multiple priorities.

To apply, email your resume to careers@mothercraft.org by **December 3, 2019**. Please quote "**CED Manager - Midtown**" in the subject line. Internal candidates please quote "**Internal – CED Manager Midtown**".

Interviews for this position will take place from December 9-13, 2019.

We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.