CPE McGill Assistant Director Position

Descriptive Summary:

Under the authority of the Executive Director, the Assistant Director participates in the general coordination of the CPE while working towards the fulfillment of the CPE’s mission.

The AD works collaboratively with the ED to ensure the quality of services offered by the centre, is a resource person for the parents, supervises & supports the educators in their application of the educational program and sees to the effective management of the centre’s resources.

Characteristic Attributes:

- Participates in policy development, determining priorities, goal setting and work planning
- Assists in the planning, organizing and coordination of activities and projects of the CPE
- In collaboration with the ED, ensures the application of policies, laws, rules and regulations and directives currently in force
- Occasionally replaces the Executive Director when necessary
- Remains up to date in current trends and developments in the field of Early Childhood Development and Education
- Assists in staff and board meetings
- Acts as a resource person for staff and parents
- Participates in the recruitment, hiring and orientation of new personnel, volunteers and stagiaire
- Prepares and enforces work schedules and ensures the replacement of absent staff
- Assists in the annual performance appraisal and goal setting meetings with the staff
- Manages the waiting list through the La Place 0-5 centralized service
- Welcomes and orients new families; is authorized to sign service agreements
- Participates in coordinating the groups of children in accordance with the centre’s Grouping Policy with a view to maximizing the occupation rate
- Participates in the development of integration plans, coordination of support services and the follow-up of special needs files
- Promotes positive and effective communication between colleagues and with the parent users
- Participates in the planning and coordination of professional development activities
- Supports the educators in the application of the educational program
- Participates in the implementation of the CLASS (Classroom Assessment Scoring System)
- Coordinates the educational outings
- Plans purchases, acquires or authorizes the purchase of educational material and sees to the maintenance of equipment
- Recommends solutions to challenges that may arise and carries them out
- Supervises personnel
- Recommends and applies disciplinary or administrative measures as warranted
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- Accomplishes all other related tasks

Qualifications:

- A DEC in ECE or the equivalent and a minimum of 5 years of experience in pedagogical planning and implementation in a CPE environment
- A university certificate in pedagogical support or human resources. Four years of relevant experience can be considered in place of the university certificate
- Demonstrated excellence in interpersonal skills
- Strong written communication skills
- Bilingualism (English/French) is considered an asset.
- Knowledge of Quebec’s educational program, “Meeting Early Childhood Needs” is considered an asset.
- Knowledge of the Regulations governing Early Childhood Centres in Quebec is considered an asset.
- The police verification and first aid certification must be up to date

Working Conditions:

- The position of Assistant Director is fulltime; 4 days per week
- Remuneration as per the MF Guide on Classification and Remuneration for educational childcare services
- Start date: September 1, 2019