



MANAGER, CHILD CARE

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY MANAGER, CHILD CARE

Reporting to the Assistant Superintendent, the Manager, Child Care is primarily responsible for the maintenance and expansion of child care initiatives in the school district, management of existing child care space and creation of new child care spaces on school grounds. The Manager will act as the School District's community liaison and is responsible for promoting, planning, and managing child care services on school grounds. This position will work alongside community partners and School District staff to enhance early learning and child care initiatives related to our Early Years Development Instrument (EDI) and our Childhood Experience Questionnaire (CHEQ) data.

RESPONSIBILITIES

- Lead and support child care school district projects and initiatives.
- Create community partnerships to support early learning initiatives.
- Lead and support our Early Years Development Instrument (EDI) and our Childhood Experience Questionnaire (CHEQ) data collection projects.
- Conduct needs assessments identifying the interest for child care programming in all schools.
- Identify and align school district resources to support the integration of child care into the broader learning environment.
- Provide high-quality professional learning opportunities to early learning educators consistent with the BC Early Learning Framework.
- Support child care providers and families to access provincial funding for child care (e.g. child care fee reduction initiatives, Affordable Child care Benefits, and Child care Operating Funds).
- Identify opportunities and prepare applications for early learning and child care funding including the Ministry of Education and Child Care New Spaces Fund.

- Work with Fraser Health licensing officers to ensure school district child care centres are in compliance with licensing requirements.
- Collaborate with child care service providers and school district early learning staff to implement and maintain quality child care programs. Build and strengthen relationships with community partners and Indigenous rightsholders to enhance child care throughout the district.
- Select and evaluate child care service providers.
- Provide expert advice in the design of new child care facilities.
- Manage child care facilities operations and contracts with child care service providers.
- Hire, train, coach, evaluate and effectively manage staff performance.
- Provide support to the Assistant Superintendent in the preparation of the District's Ministry reports as well as reports required by senior management and the Board.
- Research a variety of information (e.g. equipment, supplies and materials for programs current practices/trends, etc.) for the purpose of making recommendations for and/or developing new programs, plans, and operating procedures.
- Collaborates with the District Early Learning Helping Teacher on child care space and programming.
- Performs other duties as assigned.

QUALIFICATIONS

- University Degree with emphasis on Education or Business, or equivalent combination of training and experience.
- A minimum 3 years' experience working in child care, and/or other relevant experience; current ECE certification is preferred.
- Experience managing a staff and budgets.
- Extensive knowledge and experience in early childhood education and school age child care.
- Valid BC driver's license and use of a personal vehicle.
- Experience with licensing agencies and reporting requirements (CCFRI, CCOF, ACCB).
- A thorough understanding of child care fee reduction initiatives, Affordable Child care Benefits, and Child care Operating Funds.
- Familiar with the BC Early Learning Framework.
- Demonstrated ability to work collaboratively with others.
- Strong organizational, communication and presentation skills.
- Demonstrated ability using solid, independent judgement and action in complex and non-routine matters where decisions are made within the framework of established policies and procedures.
- Proven skills in conflict resolution as well as the ability to deal with sensitive or confidential issues with tact and discretion.

COMPENSATION

The salary range for this position is \$79,668-99,585 plus an excellent comprehensive benefits package.

TO APPLY

To apply, please send your cover letter, resume and [district application form](#) to applicants@sd42.ca, this posting will remain open until filled.