

Are you ready to make a difference in the lives of young children? Salt Spring Early Learning Center is on the lookout for an enthusiastic Lead Educator to join our vibrant team! Since 1982, we've been dedicated to nurturing children's development in a creative, play-based, and nature-focused environment.

#### What You'll Do:

As our Lead Educator, you'll inspire and lead fellow educators while ensuring a safe, engaging, and supportive atmosphere for our children. You'll manage daily operations, collaborate with parents, and implement exciting curriculum activities.

#### Why Join Us?

- Full-time Role: Work 40 hours/week during our opening hours of 8 AM - 5 PM, year-round.
- Competitive Pay: Earn \$25 - \$29/hour based on experience, plus a \$6/hour ECE Wage
- Enhancement for qualifying staff, for a total pay range of \$31-35/hr.
- Benefits: Enjoy 12 sick/mental health days, 2 weeks of paid vacation, and reduced child care rates for your kids.

**Bonus Opportunities:** A sign-up bonus awaits you upon successful completion of your probation period!

#### Our Supportive Structure:

You'll be supported by a committed board of directors focused on the center's success and sustainability. The board actively supports the Lead ECE in ensuring that operational functions run smoothly and exceed expectations, providing guidance, accountability, and continuity for the center's long-term vision.

#### Key Responsibilities:

##### Team Leadership:

- Serve as the on-the-floor lead, providing guidance and support to fellow educators.
- Foster a collaborative and positive team culture, encouraging continuous professional development and open communication.
- Take the lead in problem resolution and decision-making to address any challenges that arise in the classroom or center.

##### Administrative Duties:

- Communicate with the bookkeeper to ensure invoices are accurate and completed on time.
- Oversee scheduling for both children and staff to ensure optimal classroom ratios and smooth daily operations.
- Manage, organize and replenish the inventory of classroom and center supplies, including art materials and cleaning items.

#### Parent Communication:

- Maintain regular communication with parents regarding their child's progress, upcoming vacations, and waitlist status.

#### Program Development:

- Contribute to the development and implementation of engaging curriculum and activities that align with early learning framework standards.
- Assess and adjust programming based on the individual needs and developmental stages of the children.

#### Compliance and Safety:

- Ensure all practices comply with licensing regulations and organizational policies, prioritizing the health and safety of children.
- Conduct regular assessments of the learning environment to ensure it is safe, inclusive, and conducive to learning.

#### Qualifications:

- Valid ECE certification in British Columbia.
- Leadership experience in early childhood education.
- Strong communication and problem-solving skills.

If you're energetic, confident, and passionate about teaching, we want to hear from you! Join us at Salt Spring Early Learning Center and help shape the future of our children today.

Please submit applications to [chairperson@giels.org](mailto:chairperson@giels.org). We look forward to hearing from you!