



## **JOB POSTING**

### **Head of School for the Carrot Seed Preschool Victoria, BC**

#### **Job Summary:**

The Head of School leads a team of early childhood educators to deliver an outstanding preschool program based on the philosophy of learning through play that is the cornerstone of the Carrot Seed experience. At present, Carrot Seed Preschool supports over eighty families by ensuring the developmental needs of all children are met within a safe and secure environment. The Head of School plays the key role in building relationships with parents, staff and children as well as the early childhood education community. A Board of Directors oversees the general operation of the preschool and the Head of School reports directly to them.

#### **Qualifications:**

##### Required:

- Minimum five years of exemplary work as a team leader
- Minimum five years of exemplary work with young children
- Post-Secondary education in a related field
- Competency in basic computer skills such as ms word, excel, power point and social media technology

##### Preferred:

- ECE certificate
- Level One First Aid
- Standard Child Care First Aid

#### **Key Responsibilities:**

The successful candidate will have the relevant work and educational experience that demonstrates their ability to fulfill the following key responsibilities:

- Work "on-the-floor" during most session times (10 sessions per week), and supervise, guide, and support children in accordance with Carrot Seed educational and philosophical guidelines.
- In consultation with teachers; monitor students' progress and communicate with parents about students' academic, emotional, and social development in a timely manner.
- Develop and maintain positive relationships with parents and be accessible to address any parent concerns.

- Effectively communicate with parents on all aspects of the school – activities, policies and protocols. This will include producing a monthly newsletter.
- Hire, train, and as required, terminate ECE staff.
- Supervise staff on a day-to-day basis; in accordance with a performance management program.
- Facilitate and participate in professional development opportunities.
- Fulfil all administrative duties; including legal, financial, and licensing requirements.
- Develop and implement all preschool policies and procedures.
- Report monthly (and as required) to the Board of Directors.
- Create and deliver presentations about Carrot Seed Preschool and the field of early childhood education.
- Participate in, and contribute to, sales and marketing initiatives targeted at enrolment and promotion of a positive community profile.

**Terms of Employment:**

This position is offered as a contract for the 2011/2012 school year, commencing on August 22, 2011 and terminating on June 29, 2012. The contract may be extended at that time. The salary offered will be commensurate with the candidate's qualifications and experience. Typically, hours of work will be Monday to Friday, 8:00am to 4:30pm. However, hours of work will vary as required. Work schedule will include some evening and weekend obligations to accommodate board meetings, parent nights, school representation at community events and professional development opportunities.

**Inquiries and Submissions:**

Closing date is Monday June 27, 2011 by 5pm. Your resume, with cover letter and letters of reference, should be e-mailed to [ggtturner@telus.net](mailto:ggtturner@telus.net).