



ECE DIRECTOR
PROSSERMAN JCC EARLY CHILDHOOD EDUCATION CENTRE
12 classrooms, 52 dedicated teachers, 242 curious children, state-of-the-art-facility

About the JCC

At the JCC (“the J”), you are part of something bigger. You matter.

The JCC is an open, inclusive, and welcoming community, where belonging is everything. The J has become one of the largest platforms for engagement and connection to community in the Greater Toronto Area; a place where multiple generations can strengthen their body, mind, and soul. Programs include arts and culture, aquatics, recreation, education, sports, fitness, daycare, day camp, and more. For over 100 years, JCCs have been serving Jewish communities around the world. There are over 300 JCCs globally and 150 in North America. 1.5 million people enter a JCC each week in North America.

In the JCC’s recently completed Strategic Plan, it set a bold and ambitious goal that, by 2026, the number of people engaging with the Prosserman JCC and the Schwartz/Reisman Centre will triple as the JCC becomes the centre of a thriving Jewish community. We are on a growth path of transformative change so that, when we’re done, 75,000 people annually will experience the JCC’s new mission; to be a hub of community, dedicated to the enrichment of Jewish life through meaningful shared experiences.

Are YOU our ECE DIRECTOR?

Our recently expanded Prosserman JCC ECE Centre, situated on the magnificent Sherman Campus in North York (Bathurst/Sheppard major intersection) is one of our flagships JCC programs, licensed for 242 children ages infant to JK/SK, operating a renowned daycare/preschool with 12 classrooms in our state-of-the-art facility. Over 50 dedicated staff provide a safe, nurturing, warm, professional, and enriched teaching experience infused with Jewish values and experiential learning incorporating the ELECT, How Children Learn and JCC Sheva teaching philosophies and extra-curricular specialties. We are fully enrolled for the 2022/3 school year with a waiting list, and we are looking for a dynamic, professional, and expert ECE Centre Director to join our outstanding team and assume this pivotal leadership role.

Key Responsibilities include:

- ✓ Creating a warm, friendly, helpful, and nurturing environment for parents, students, and staff.
- ✓ Overseeing the Daycare and Preschool daily operations according to the Child Care and Early Years Act (CCEYA), City of Toronto Operating Criteria, Program Statement, JCCA Sheva framework and Collective Agreement.
- ✓ Managing the Daycare and Preschool budget, approving payroll and ensuring expenses are in-line and reporting is accurate.
- ✓ Ensuring program and ratio compliance with the Ministry licensing and ensuring the health and safety of all staff and children at all times.



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- ✓ Developing new and innovative programming to maintain best-in-class service delivery; an all-inclusive 5-star experience for children and their families.
- ✓ Developing and maintaining excellent working relationships among staff, including staff meetings, and proactively resolving issues within the parameters of the Collective Agreement.
- ✓ Working collaboratively with Parent Teacher Group (PTG) and Labor Management Committee.
- ✓ Hiring, coaching, and evaluating staff through classroom observations and ensuring high results and staff retention.
- ✓ Managing the Assistant Daycare Director and ECE Coordinator and providing direction and oversight for their tasks.
- ✓ Ensuring timely and engaging parent communication and exceptional levels of customer service.
- ✓ Covering in classroom when necessary.
- ✓ Working collaboratively with other department heads.
- ✓ Participating in J events and special activities
- ✓ Ensuring children and their parents extend their Jewish journey at the J into other programs and campus life and stay connected with the J well beyond graduation.

What you do well:

You're a Registered E.C.E. with several years positive track record in leading a like-size Daycare and Preschool in Toronto. At your core, you're a superb educator, an inspiring leader, a creative programmer, an expert communicator and a highly organized, technology proficient, administrator. You have a passion for working with children and a strong flair for helping people and providing an exceptional educational and customer service experience. As a leader, you have high standards, and also hold yourself and others accountable. You are a self-starter and a strong manager.

Your English language skills are superior, oral, and written, and if you speak Hebrew and/or Russian it's an asset but not required. Moreover, Jewish culture, traditions, and a connection to Israel are part of who you are, and you connect to the JCC vision and mission. You understand that leading the Prosserman Daycare and Preschool affords an incredible opportunity to connect the daycare families and staff to something bigger, to being part of the larger Jewish community, not only through their duration with the daycare and preschool, but for years after!

What you will receive:

The opportunity to work with some of the most passionate, driven, and effective community builders and educators in Toronto. Be part of a culture that will continue to challenge and empower you to keep learning and growing. What else can you expect?

- Swim, workout, and enjoy all our classes, programs, events, and performances with a free Membership to the JCC
- Generous staff discounts on paid programs like summer camp, swimming lessons, personal training, competitive sports leagues, etc.
- Medical and dental insurance through Equitable Life- the JCC pays 65% of the premium
- Free parking
- Time Off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The JCC Administrative office and Daycare is closed for all major Jewish holidays, as well as all statutory holidays



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- People-centered, flexible work environment that always puts your family and/or your personal life and overall well-being first

Reports to: Executive Director of the Schwartz/Reisman Centre and Prosserman JCC

Job level and Salary Range: Level 5, \$80,000-\$110,000, dependent on qualifications and experience. The JCC has a comprehensive compensation strategy and benchmarked salary bands, available upon request.

To Apply:

We welcome all applicants and are committed to an inclusive and diverse environment. Accommodations during all phases of the hiring process will be made wherever possible. Please submit your resume and cover letter to Jeanette Hyde, H.R. Director jeanette@srcentre.ca no later than **March 1, 2023**.

We appreciate your application; however we will only be contacting the candidates we wish to interview.

Don't self-select out if you're missing a bullet point or two of this job description from your resume. If this job description energizes you, and you want to be part of building Jewish Community and making a difference, let's talk.