



## Full-Time Permanent School Age Coordinator

**LOCATION:** 871 Dundas St., Woodstock, ON & Various Program Locations  
**START DATE:** October 2021  
**HOURS:** 35 hours per week  
**RATE OF PAY:** \$27.67 per hour to start, with increase after successful probationary period  
**After successful completion of your probationary period, as a permanent employee of Good Beginnings, you will be entitled to: health and dental benefits, regular pay grid increments, accrued paid Vacation and Personal Emergency Days.**

We are seeking to fill this position with a reliable, friendly, energetic and engaged individual. The successful candidate will be required to possess the following qualifications:

- Degree or diploma in Early Childhood Education (and/or hold a diploma that is otherwise approved as per the Ministry of Education)
- Current Member in good standing with College of Early Childhood Educators (*if applicable*)
- Minimum two years of experience working in a supervisory & administrative Child Care/School Age role
- Proficiency in Microsoft Office would be considered a strong asset
- Possess strong task management and leadership skills

### POSITION SUMMARY

The School Age Coordinator provides leadership to the Before and After School Programs by actively promoting the Program Statement as well as the mission and philosophy of Good Beginnings Day Nursery Woodstock Inc.. Under the direction of the School Age Supervisor and Executive Director, the School Age Coordinator oversees the services of the Before and After School Programs as they relate to staff, families, and the community by observing and implementing the policies established by the Board of Directors, and regulations under the Child Care and Early Years Act, and observing the oath of confidentiality.

### KEY RESPONSIBILITIES/DUTIES - (*full job description will be provided during interview*)

The School Age Coordinator will support a positive learning environment amongst diversity to create an inclusive environment. You will work in partnership with Educators, families, Supervisors, and community partners. You will work to ensure that the diverse needs of all children and families are being met. This includes, but is not limited to; special needs; physical, emotional, behavioural, and various family challenges.

**Due to the unique nature of this role, you will provide mentorship, support and coverage in your programs as needed.**

**The successful candidate will need to maintain flexibility, and an open availability in between the hours of 6:30AM and 6:30PM.**

### Mentoring and Communication

- Build strong and meaningful relationships with each child and family in order to sustain communication, and properly address any feedback, concerns, or updates
- Build and maintain relationships with Good Beginnings' employees, as well as school personnel including principals, custodians, etc.
- Support and mentor new employees through their orientation, and ensure all documentation required is kept secure
- Routinely observe the programs and mentor employees through school site visits
- Plan and observe the curriculum to ensure it is implemented, maximized, and effective within each of your programs

### Administration

- Work alongside Human Resources to ensure all staffing needs and Child Care Licensing Requirements are handled with the utmost importance (including Director Approvals)
- Review scheduling needs, and arrange for Supply Educator coverage
- Manage and facilitate the registration process including monitoring the Onelist and orientation with families
- Acquiring and monitoring documentation of all children, and families
- Complete all applications for Enhanced Staff Funding in an accurate and timely manner in collaboration with the Resource Consultants to support the diverse needs in your program
- Work in conjunction with families and Oxford County to manage billing and submit subsidies as needed
- Ensure proper preparation and planning for annual licensing reviews and reporting submissions, as needed

### Please submit your cover letter and resume to:

Julia Daly, Human Resources Coordinator [hr@goodbeginningsday.com](mailto:hr@goodbeginningsday.com)

Closing Date: Until filled

Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.

*Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*