



## SWAN RIVER KINSMEN NURSERY SCHOOL JOB POSTING

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**POSITION:** NURSERY SCHOOL DIRECTOR

**LOCATION:** SWAN RIVER, MB

**START DATE:** SEPTEMBER 2023

**APPLICATION DEADLINE:** AUGUST 1, 2023

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Established in 1982, the Swan River Kinsmen Nursery School (SRKNS) is a non-profit nursery school for children ages three and four years old. We are an inclusive school, welcoming students and families looking for a great start before kindergarten. The school operates Tuesday through Friday, from September to June, with (2) three-hour classes per day (three-year-olds in the morning and four-year-olds in the afternoon). We follow the Swan Valley School Division calendar for holidays and summer vacation. Mondays are paid prep and administration days.

**The Swan River Kinsmen Nursery School is actively looking for a Nursery School Director to manage the day-to-day operations of our program and sustain a positive learning environment for the children in our community.**

The successful applicant will have experience managing a nursery school or daycare setting, as well as strong leadership and organizational skills. This role is a fit for someone with a love for children, who will strive to create a supportive and encouraging environment for both students and parents.

### **Roles & Responsibilities**

- Plan, carry out, and assess curriculum in harmony with the Swan River Kinsmen Nursery School's philosophy.
- Provide a safe, happy, healthy, and stimulating environment for children.
- Have the skills necessary to individualize the curriculum as needed.
- Ensure guidance of children's behaviour that encourages positive self-concept, consistent with Swan River Kinsmen Nursery School philosophy and policies.

- Communicate and meet with parents regarding their children and the school's policies.
- Contribute to the ongoing operations of the school by following licensing requirements, attending regular staff meetings, maintaining confidentiality, and staying up-to-date with any training, early childhood advocacy developments, and certifications.
- Maintain a positive working relationship with other Swan River Kinsmen Nursery School staff, board, and community members.
- Develop and manage the budget, administrative accounts (including accounting, accounts payable and receivable, etc.), and necessary reporting to ensure the center operates within its means and maintains funding.
- Evaluate needs and purchase materials, equipment, and supplies.
- Manage, supervise, and support staff.
- Develop policies for the school and a monthly parent newsletter.
- Ensure the school facilities comply with municipal, provincial, and federal laws and are safe and an appropriate environment for children.

### **Skills & Qualifications**

- ECE III preferred (ECE II will be considered with the appropriate experience).
- Satisfactory criminal record and child abuse registry check.
- First aid/CPR training.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Exceptional organizational, problem-solving, and time-management skills.
- Knowledge of Quickbooks or similar accounting software would be an asset.
- Friendly and approachable demeanour.
- Knowledge of the MELCC reporting and licensing requirements, subsidy, parent billing, and staff management in a nursery school or daycare would be considered an asset.

**Salary commensurate on experience and qualifications, but adheres to standards set forth by the Manitoba Government (Early Learning and Child Care Wages).**

### **How to Apply**

THE DEADLINE FOR APPLICATION IS AUGUST 1, 2023.

Please send your resume and a brief paragraph on why you would like to be considered to [board.swanrivernurseryschool@gmail.com](mailto:board.swanrivernurseryschool@gmail.com). While we thank all candidates for their interest, only those selected for an interview will be contacted.