



Program Director – Early Learning/Early Intervention
August 2023 - 2024 (Maternity Leave)
Salary Range \$35,000-\$40,000 (Plus Wage Enhancement)

kcs Association is seeking a Program Director for the 2023-24 school year. This position will be 35 hours a week, Monday to Friday. The Program Director will oversee all early learning programs, education teams, and manage and coordinate services to meet the individual needs of children with exceptional needs.

Responsibilities will include (but not be limited to):

- Working with a highly motivated team of educators to deliver quality educational programs to children aged 2-6.
- Managing the Early Intervention specialty supports
- Providing leadership, supervision & training for related team members
- Financial management of the program
- Overseeing summer camp programming and team members
- Working with the Executive Director & other Program Directors to provide leadership & direction of the Centre according to the kcs Association's mission & philosophy

Qualifications:

- Degree or Diploma in Education, Early Learning and Child Care, or Human Services
- Level 3 certification in Early Learning
- Experience working with children in the education field
- Knowledge of development of children with special needs
- Knowledge of the Early Learning and Child Care Act and Regulation
- Knowledge of Alberta Early Learning Curriculum Framework: Flight
- Classroom management experience
- Excellent leadership skills
- Previous supervisory experience and financial awareness
- Excellent communication skills (written & oral)
- Excellent problem-solving skills
- Ability to work as part of a team
- Good computer skills
- Valid Criminal Record Check & Child Intervention Check

Please forward resume to:

kcs Association - ATTN: Lauren Doan

Fax (403) 887-5331

E-Mail: lauren.doan@kcs78.ca

kcs Association wishes to thank all applicants in advance, however only those selected for an interview will be contacted. Competition closes when the position has been filled.