



Career Opportunity

Job Title: Assistant Director
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Yorkton SK Canada
Program: SIGN Early Learning Centre
Hours: Monday to Friday; 8 hours per day
Location: Yorkton, SK
Start Date: August 2, 2022

SIGN Early Learning Centre is seeking and attentive, dedicated and supportive individual to assume responsibilities for leadership while ensuring best practice of Early Childhood Education and Development and the operational and organizational policies and practices.

Expectations:

- Assist with the development and implementation of policies, procedures, and best practices in accordance with organization requirements
- Ensure licensing requirements are upheld and are following Saskatchewan Child Care Regulations
- Assist with the program planning and implementation within the Centre
- Maintain records and reporting requirements to ensure adequate communication amongst Early Childhood Educators
- Participate in planning for children, parents, staff programming, and Board Meetings
- Assist the Director in scheduling
- Continuously promote a positive learning environment for everyone
- Ensure that employees adhere to all health and safety regulations
- Manage parent/guardian complaints and comments
- Handle employee complaints, interpersonal conflicts, and incidents including accidents, health and safety concerns, work refusals, and investigations
- Provide leadership for employee relations through effective communications, coaching, training, and development
- Perform other duties and obligations as assigned by the Early Learning Centre Director and act as Director's delegate when needed.

Qualifications, Education and Experience:

- ECE I, ECE II, or ECE III certification with the experience of working in an Early Childhood setting
- Experience supervising and motivating others would be an asset
- Clean criminal record and vulnerable sector check
- Valid CPR and First Aid "C" (If not current, willing to update or obtain)

Send resumes with covering letter and at least three references to:

Patricia Kennedy, Early Learning Centre Director
83 North Street
Yorkton, SK S3N 0G9
Phone: (306) 782-8808
Fax: (306) 786-7116
Email: p.kennedy@signyorkton.ca

Applications close at 5 pm on July 15, 2022. We thank all those who apply for their interest.