

Kayla's Children Centre (KCC) is a school, therapy clinic, and recreational centre for children with disabilities, behavioural challenges, and complex medical needs. The centre supports children ages 6 weeks to 21 years who have a wide range of disabilities and provides a variety of specialized programs that enable them to flourish academically, socially, and emotionally. KCC also offers personalized supports and respite for families.

KCC's programs include a licensed day care and specialized school; on-site therapy centre; after-school and weekend respite; adapted sports; life skills programs for teens; a state-of-the-art hydrotherapy centre; and day and overnight camps.

For more information about our centre, please visit: <https://kaylaschildrencentre.org/>

### **Role: RECE Supervisor**

Kayla's Children Centre is looking to hire a full-time RECE Supervisor to administer Childcare System compliance as per Ministry requirements. Reporting to the School Administration and working alongside Program Directors, the right candidate will have an organized and efficient work ethic and enjoy working as part of a goal-oriented and cohesive team in support of KCC's mission. If you are interested in utilizing your skills in a truly rewarding and meaningful capacity, then this might be the place for you.

### **Responsibilities:**

*Support Ministry requirements*

- Administration of childcare system compliance, including ongoing reporting, logs, and paperwork
- Working with the Finance office to support application process for Childcare Funding for Operators
- Coordinating annual license requirements and inspections with Operations staff
- Coordinating licensing requirements for new spaces when required

*This role can be combined with an Educational Assistant position, Classroom Teacher position, or Student Support position.*

### **Qualifications:**

- RECE in good standing with the College of ECE
- Prior experience with Childcare Ministry compliance
- Exceptional communication skills
- Strong computer literacy and proficiency with a variety of platforms
- Reliable, responsible, adaptable, strong follow-through skills
- Strong verbal and written communication skills
- Ability to take initiative and problem-solve

This is an onsite position.

Hours: Full-time

Benefits: Extended Health & Dental; Retirement benefits.