

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: School Office Manager

We are seeking an **experienced and highly organized School Office Manager** to join our team. This role is pivotal in ensuring the smooth and efficient operation of our school while directly supporting the leadership team, teachers, clinical staff, and parents. If you are passionate about working in a collaborative, mission-driven environment where you can make a tangible difference, we would love to hear from you!

Key Responsibilities:

- Oversee the daily operations of the school office, including parent-teacher communication, scheduling, and administrative coordination
- Plan and execute school-wide events, including assemblies, parent engagement initiatives, and special programs
- Manage student enrollment, registration, and intake processes
- Organize and maintain student records, IEP documentation, and attendance tracking
- Arrange for substitute staff as needed
- Assist in staff recruitment, screening, and onboarding
- Maintain and oversee the school's CRM system to ensure seamless record-keeping and reporting
- Work collaboratively with teachers, administrators, and clinical staff to enhance school operations

Qualifications and Skills:

- Proven ability to manage multiple administrative tasks efficiently and effectively
- High proficiency in computer applications, including MS Office Suite and database management
- Excellent written and verbal communication skills
- A compassionate and supportive approach when working with families and students
- Prior experience in a school or clinical setting is a strong asset
- Strong organizational skills with keen attention to detail
- A proactive mindset with the ability to problem-solve and take initiative
- Bachelor's degree preferred

This is an exciting opportunity for an administrative professional who thrives in a fast-paced environment and is eager to contribute to a meaningful cause.

To apply, please send an updated resume to shira@kaylas.org