



Are you an experienced early learning leader with a passion for Montessori education and team development?

*Day Care Connection / Downtown Montessori School (DCC/DTMS) is seeking a **Centre Manager** to oversee daily operations, mentor educators, and ensure excellence in care and compliance.*

Join a trusted non-profit organization that has supported Toronto families for nearly 50 years.

Position: **Centre Manager, Day Care Connection (Toronto) Inc.**

Organization: Day Care Connection / Downtown Montessori School (DCC/DTMS)

Location: Downtown Montessori – Infinity Place, 26 Grand Trunk Crescent, Toronto, ON
(DCC may periodically adjust workplace locations in alignment with organizational needs.)

Position Type: Full-Time, Permanent

Salary: \$75,000 – \$85,000, +benefits

Start Date: December 2025

Number of Positions: 1

About Us

Day Care Connection / Downtown Montessori School (DCC/DTMS) is a community-oriented, non-profit organization proudly serving Toronto families since 1976. We provide nurturing, child-centered learning environments that integrate Montessori principles with a deep commitment to inclusivity, respect, and the diverse needs of the families we serve.

We are seeking a dedicated and experienced **Registered Early Childhood Educator (RECE)** to join our management team as **Centre Manager**. This is a wonderful opportunity to lead a talented team, support a vibrant community, and uphold our shared vision of excellence in early learning.

Position Summary

Reporting to the **Director of Administration/Executive Director**, the **Centre Manager** is responsible for the smooth and effective daily operation of the centre. This includes ensuring compliance with all legislative and regulatory requirements, upholding Montessori and organizational philosophy, and maintaining the highest standards of care, safety, and education.

The Centre Manager provides strong leadership and mentorship to all centre staff—overseeing recruitment, scheduling, supervision, and professional development—while fostering a culture of collaboration, respect, and continuous improvement.



Key Responsibilities

Leadership & Operations

- Oversee the day-to-day operations of the centre in accordance with DCC/DTMS policies, our Montessori program philosophy, and government regulations.
- Recruit, train, supervise, and evaluate staff, promoting high performance and a positive team culture.
- Ensure compliance with all relevant regulations and standards, including:
 - Ministry of Education – *Child Care and Early Years Act (CCEYA)*
 - Toronto Children’s Services – *Assessment for Quality Improvement (AQI)*
 - *How Does Learning Happen?* and *Early Learning for Every Child Today (ELECT)*
 - Montessori Canada / Canadian Council of Montessori Administrators (CCMA)
 - Toronto Public Health, Health and Safety, AODA/IASR
 - Labour Relations, Human Rights, and Employment Standards

Communication & Community Engagement

- Foster inclusive, respectful relationships with children, families, and staff.
- Communicate effectively and professionally with parents/guardians and colleagues.
- Represent the centre at community events, meetings, and professional gatherings.
- Maintain confidentiality and integrity in all professional interactions.

Qualifications

- **Diploma in Early Childhood Education (ECE)** and current registration in good standing with the **College of Early Childhood Educators (RECE)**.
- **Montessori certification** (MACTE-accredited).
- Eligible for approval as a Day Care Supervisor under Ministry of Education regulations.
- 5 -10+ years of leadership experience in a childcare setting.
- Dual Montessori training (Infant & Toddler / Casa) is considered an asset.



Experience & Skills

- Minimum **5 years of experience** in a licensed child care and Montessori environment, including at least **3 years in a supervisory or leadership role**
 - Deep understanding of the **Child Care and Early Years Act (CCEYA)** and related frameworks.
 - Proven leadership and mentorship abilities with a collaborative management style.
 - Strong problem-solving, judgment, and decision-making skills, including crisis management.
 - Excellent communication, organization, and time management skills.
 - Ability to manage administrative and operational responsibilities effectively.
 - Commitment to continuous professional learning and growth.
 - Flexibility to work between **7:30 a.m. and 6:00 p.m.** as needed.
 - Positive, joyful, and respectful approach to working with children and families from diverse backgrounds.
 - Ability to lift and carry children as needed.
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How to Apply

Interested candidates are invited to submit a **resume and cover letter** by **November 14, 2025** to: **Manjit Dhaliwal, Director of Administration** – director-admin@dtms76.ca

DCC/DTMS is committed to providing an inclusive and accessible recruitment process in accordance with the **Accessibility for Ontarians with Disabilities Act (AODA)**. If you require accommodation during any stage of the hiring process, please notify us in advance.

Join Us

Be part of a community that nurtures the leaders of tomorrow through care, respect, and a lifelong love of learning.