

### Manager, Inclusive Child Care (ICC)

**About Kids Included:** Kids Included (formerly GRIT) has been providing inclusive early childhood services since 1982. Kids Included is a dynamic organization whose mission is to enhance the meaningful inclusion and participation of all children in everyday activities.

**Position Overview:** We are seeking a visionary and collaborative Manager, Inclusive Child Care (ICC) to provide strategic leadership and operational oversight for our Inclusive Child Care program. Reporting to the Director of Operations, this senior leadership role plays a critical part in advancing inclusive, family-centred, and evidence-informed supports across licensed early learning and child care programs. If you are a values-driven leader passionate about equity, accessibility, and strengthening inclusive environments for children, this is an opportunity to lead system-level impact.

#### Key Responsibilities:

##### ***Strategic Leadership & Program Development***

- Provide strategic leadership for the ICC program in alignment with organizational priorities, ministerial policies, and program standards.
- Implement initiatives that strengthen inclusive environments in early learning and child care settings and promote the participation and engagement of children in daily routines.
- Stay current with evidence-informed practices in inclusive early learning and child development; embed knowledge into program design, staff practice, and service delivery.
- Use service data, program feedback, and outcome information to support planning, continuous improvement, and reporting.

##### ***Operational Oversight***

- Provide oversight of program operations, service delivery, staffing, and issue resolution.
- Ensure efficient workflow processes and staffing structures that support service quality, responsiveness, and operational excellence.
- Ensure documentation, reports, and communications meet Government of Alberta ICC program standards and organizational expectations.
- Work in collaboration with the Director of Operations on budget planning and oversight to ensure program needs and expenditures are aligned with grant funding requirements.
- Attend and actively participate in ICC Provincial Manager meetings to support provincial alignment, sector collaboration, and shared learning.

##### ***Leadership, Supervision & Team Development***

- Provide leadership of program staff, including hiring, onboarding, supervision, training, performance management, and professional development.
- Provide developmental supervision through coaching, reflective practice, mentorship, and performance feedback to build staff capacity and promote quality service delivery.
- Directly supervise Program Supervisors, Early Learning Navigator, and Consultants.
- Lead regular team meetings and support professional learning opportunities that foster collaboration, consistency, and shared practice.
- Foster a collaborative, inclusive team culture that prioritizes psychological safety, accountability, and continuous learning.

### ***Policy, Reporting & Administration***

- Lead or contribute to the development, of organizational and program policies.
- Support the use of technology and innovation to improve program efficiency.
- Draft, review, and manage internal and external communications related to the program.
- Coordinate with Government of Alberta funders, including ICC Program Specialists, regarding eligibility, funding requirements, reporting, and program expectations.
- Serve as a key contact with funders and system partners, as needed, to support navigation of services, referrals, and access to supports for children and families.

### ***Community Engagement & Partnership Development***

- Champion inclusive, culturally responsive, and strength-based practices across the program and in community partnerships.
- Work collaboratively with licensed early learning and child care programs to foster strong relationships and continuity of support.
- Represent the organization in early learning networks, community partnerships, and sector tables to strengthen inclusive practice and collaborative service models.
- Facilitate or support professional learning opportunities for community partners to advance leadership in early childhood inclusion.

### ***Qualifications & Experience***

- Bachelor's degree in a related field (e.g., Education, Early Childhood Education, Child Development, Psychology, Social Work, Child and Youth Care); master's degree an asset. Equivalent professional backgrounds considered (e.g., Inclusive Early Learning, OT, SLP, Physical Therapy).
- Minimum 7 years of leadership experience in early learning, child care, inclusion, or related children's services, with strong knowledge of early learning environments, child development, and inclusive practice.
- Demonstrated values-based leadership grounded in inclusion, equity, accessibility, and human rights, with strong skills in supervision, coaching, performance management, and team development.
- Experience developing and overseeing programs, policies, budgets, and change initiatives, using evidence-informed practices, digital systems, and effective communication to build strong partnerships with staff, families, funders, and community partners.
- Valid driver's license and access to a reliable vehicle with required business insurance.
- Ability to travel if required.
- Police Information Check with Vulnerable Sector and Children's Intervention Record Check.
- Availability of a personal cell phone for work-related use.

***Compensation & Benefits:*** There is flexibility for this position to be either part-time (0.80 FTE) or full-time (1.00 FTE). The wage range is from \$58.00 - \$63.28 per hour and will commensurate with education, experience, and demonstrated leadership capability. We offer a competitive total rewards package, including a comprehensive benefits program with a Group Plan RSP and employer matching of up to 6%. Paid time off includes vacation entitlement and personal leave days.

***Work Demands:*** This role is primarily office-based in Edmonton and involves prolonged sitting, computer use, and screen time. A hybrid option is available with one remote workday per week. Occasional off-site meetings or events may be required, with some travel. The role requires flexibility to manage changing priorities and work effectively in a fast-paced environment. Emotional resilience and

adaptability to manage competing priorities, respond to time-sensitive or last-minute requests, and operate effectively in high-pressure or changing environments.

***Kids Included Commitment to Equity, Diversity, Inclusion and Anti-Racism:***

Kids Included is committed to becoming an equitable, inclusive, anti-racist, and decolonized organization at the individual, organization, and systems level. We are intentionally working to create safe and brave spaces that acknowledge, honour, and respect the lived experience of every person and community.

Kids Included is committed to embedding EDIAR work in all that we do. We strive to be authentic and genuine, and committed to action; creating an organization that more accurately reflects the communities we serve and responds more effectively to diverse needs. We strongly encourage applications from people of all backgrounds, including Indigenous peoples, Black and racialized individuals, persons with disabilities, LGBTQ2S+ communities, and those with diverse lived experiences. Accommodations are available throughout the application process upon request.

***Ready to lead and make a lasting impact?***

We invite experienced, passionate leaders to apply and help shape the future of inclusive child care in Alberta.

To apply for this opportunity, please submit your resume to: [hr@kidsincluded.ca](mailto:hr@kidsincluded.ca)

***Closing date to apply: April 13, 2026***