

# ANDREW FLECK CHILDREN'S SERVICES

## Job Description

**Job Title: Director Early Learning and Child Care**

**Reports to: Executive Director**

### **Reporting Staff Positions:**

Accountable for various Early Learning and Care programs, including Kindergarten, and School Age Program early learning and care staff, EarlyON, OFNS, and Group child care, and Intergenerational programs

### **Purpose of Job/Job Summary**

Accountable for the overall provision of high quality child care and early learning, and support services for children between the ages of 18 months and 12 years of age. The Director oversees delivery of all program services through leadership of staff, planning and development of programs and services, assessment and evaluation of services, development and management of informational and financial resources, development of policies in compliance of CCEYA and effective communication with agencies, families, government representatives and the wider community.

### **Primary Responsibilities**

#### **Human Resources, Staff Leadership, Supervision, and Development**

- Works with Program Coordinators and Supervisors to plans for staffing: recruits, selects, hires, evaluates, disciplines, and recommends termination of staff according to AFCS policies
- Develops annual work plans and staffing plans and reviews staff performance evaluations with Supervisors and Program Coordinators
- Ensures implementation of Human Resource Policies, procedures and practices of the agency
- Ensures staff remain current and knowledgeable; leads staff development through Program Coordinators and Supervisors, instilling a culture of ongoing learning; mentors and coaches and guides Supervisors and Program Coordinators; accountable for the development and implementation of each program.
- Advises and consults with Supervisors and Program Coordinators on program issues through regular individual contact and team meetings; ensures staff remain current and knowledgeable of emerging trends and changes in early childhood education.
- Develops policies and procedures and best practices

#### **Program Planning, Development and Delivery**

- Oversees and coordinates planning, development, and delivery of a high- quality early learning program; applies best practices; develops and implements guiding

principles, goals and objectives of program; conducts strategic planning and translates vision into concrete work activities.

- Ensures quality of child centered environment- physically and emotionally safe environments, welcoming and respectful; promotes parent involvement and partnership
- Communicates regularly with families, early learning and care committees, childcare network and associations to determine program effectiveness, directions and goals; researches and analyzes needs to determine direction of program with Program Coordinators and Supervisors; develops program standards; Develops reports for funders, executive director and board of directors
- Responsive to identified client and community needs, leads and manages change, adjusts to changing early learning and care landscape; networks with others in sector to compare, assess, learn and develop future programs
- Keeps current on emerging trends in early childhood development and learning and reconciles with current approaches in the program ; develops a program evaluation framework and quality assurance process, regularly reviews current approaches in the program and accesses any needs for change; identifies gaps in services/program; builds the capacity of the early learning and child care service.
- Ensures provision of parental support and outreach through resources for parents and referrals to others agencies, ensures contact information available;
- Reviews planning and delivery of training for staff, and parents Ensures staff remain current and knowledgeable
- Accountable for intake and enrolment; maintains up to date information regarding subsidy spaces, full fee and open spaces; coordinates communication with prospective clients
- Ensures CCEYA requirements and health and Safety standards are maintained, accountable for Group Day Care licensing
- Liaises with other managers to ensure effective and efficient program delivery, actively participates on the agency management team

### **Community Relations**

- Develops and maintains relations with the community; Interacts with the community through external committees to promote Early Childhood Education and Care (ECEC) programs and participate in discussions and focuses related to ECEC; establishes and maintains links to the community
- Advocates on behalf of early childhood education and care
- Represents Agency in early learning and care and inter-agency associations and at government meetings, responds to enquiries from the community including the media.
- Presents and participates in workshops, conferences and public presentations

### **Financial Responsibilities**

- Administers program documentation and budget; ensures accuracy of all financial records and invoicing; monitors budget lines
- Participates in budget planning and reconciliation

- Prepares minor capital submission and special funding requests
- Interprets , analyses, and reconciles financial statements
- Establishes and oversees administrative procedures to meet objectives
- Approves expenditures; allocates resources, oversees petty cash
- Manages program funds according to established accounting policies and procedures
- Develops an annual internal budget and operating plan to support the program. Ensures the program operates within the approved budget.
- Budget size of approx. 5 million
- Signing authority as per policy

### **Reporting, Documentation, Administrative procedures**

- Develops and oversees program documentation; ensures accuracy of records, oversees program's filing system; ensures maintenance of required documentation, statistics and reports; writes reports.

### **Health and Safety**

- Ensures a safe and healthy environment for the children and all staff
- Knows and follows legislation and organizational roles and responsibilities for Health and Safety
- Identifies hazards or potentially hazardous situations and takes appropriate action to maintain a safe environment
- Ensures program meets and follows Occupational Health & Safety Act & meets all legislated CCEYA requirements
- Reviews and accesses all accidents and incidents, follows serious occurrence procedures

### **Supervisory Responsibilities**

Accountability for the staff and supervisors of various early learning and care programs.

### **Interaction with Clientele and Public**

Liaises and develops partnerships and protocols with community programs and agencies; liaises with municipal government

Represents AFCS at forums; and advisory planning tables

### **Physical demands**

- Lifting
- Extended sitting
- Computer work

**Work Conditions (e.g., necessary travel, unusual work hours, unusual work environment)**

- Work hours typically extend beyond 35 hours work week.
- Travel to conferences, forums ,workshops and meetings
- Evening and weekend workshops, presentations and forums

**Knowledge and Skills Required (Indicate knowledge, skills, abilities, education, licenses, certificates required for the job)**

- Registered with College of Early Childhood Education (RECE)
- 5 years demonstrated experience in Licensed Group Child Care
- 3 years Management / Leadership experience in child care sector overseeing multi site programs
- Strong knowledge of Early Childhood Education and child development
- Knowledge of applicable local and provincial platforms and client needs
- Knowledge of childcare community
- Strong knowledge of current community resources and services
- Valid driver's license and car to travel, as required
- Basic finance management skills with ability to create and manage a budget
- Thorough knowledge of the Child Care and Early Years Act
- Current Criminal Background Check for the vulnerable screening sector.
- Demonstrated competency in Microsoft Office Suite environment.

**Leadership Competencies**

**Interactive and written communication skills:** speaks and writes articulately, listens to others, fosters open communication, uses appropriate and effective communication tools and techniques; communicates issues in a timely fashion.

**Responsive to Client Needs:** anticipates, understands and responds to the needs of internal and external clients and community, strives to exceed their expectations within the agency parameters

**Leadership:** builds, empowers and inspires, creates an environment where others consistently strive for high quality performance, positively motivates and influences others, sets an example of excellence and integrity, mentors and coaches, inspires trust and shows respect.

**Strategic Thinking:** engages others to set strategic goals, identifies and assesses internal and external trends, opportunities, and risks, promotes a shared understanding of the vision; responds to emerging trends with program initiatives that are aligned with the agency's vision and values

**Developing Others:** fosters employee development by providing a supportive learning environment; ability to coach others, considers team composition, provides feedback on performance and sets goals and objectives

**Decision Making:** assesses situations to identify causes, gathers and processes relevant information, generates possible solutions makes decisions involving varied levels of risk and ambiguity, assesses situations to determine the importance, urgency and risks, involves others as appropriate, makes clear and timely decisions in the best interests of the agency; makes decisions with long-term impact

**Creativity and Innovation:** develops new and unique ways to improve services, operations, and opportunities, meets challenges with resourcefulness.

**Leading and Managing Change:** supports, implements and initiates change while helping others deal with transition, demonstrates adaptability and resilience in response to changing work environment and demands. Is proactive and action-oriented in developing creative solutions to problems while encouraging creativity and innovative thinking in staff; Adjusts strategies to take account of changing circumstances, adopts new ways of working where necessary and motivates staff to adapt to change.

**Relationship building and Partnerships:** establishes, sustains and fosters professional contacts to build, enhance and connect networks, identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic goals

**Program Evaluation-** familiarity with evaluation programs, techniques and procedures for quality assurance; evaluates program processes, goals and outcomes and analyzes information