

Director Job Description

The Daycare Director will be responsible for duties included but not limited to those related to administration, human resources, program and child development, family support, and Board relations.

Responsible to Board of Directors

Objective

- Ensure the provision of quality childcare service which fulfills the philosophy of the Centre.
- Ensure that the Centre operates in compliance with *The Child Care Act, 2014* and *The Child Care Regulations, 2015*.
- Administer the policies of the Board by developing and implementing procedures which meet the goals and objectives of the Centre.
- Provide key information to the Board to assist them in their decision and policy making function.

Duties & Responsibilities

Administration

- Maintain accurate recordkeeping (children's files, staff files, attendance records and work with Accounting on banking, billings and fee collections).
- Managing the day-to-day finances of the centre and ensuring that accurate and complete financial information is maintained.
- Ensure that all bills and parent fees are paid by the deadline indicated.
- Assist in the preparation of the annual operating budget. Ensure the completion of accurate monthly financial statement for the review of the Board.
- Purchase services, supplies, and equipment as needed according to the operating budget.
- Research and apply for additional sources of funding.
- Complete annual licensing requirements.
- Develop procedures to ensure implementation of licensing requirements and Board policies.
- Maintain enrolment through advertisement and the delivery of a quality program.
- Maintain an enrolment/waitlist of potential new clients requesting care.

Human Resources

- Recruit qualified staff members by advertising through the appropriate channels, conducting interviews, and notifying the Board, staff and parents of all new hires.
- Provide new staff members and volunteers with an orientation to the organization and obtaining the required documentation upon their start date.



- Arrange staff scheduling to ensure ratios are maintained.
- Conduct regular performance reviews.
- Implement appropriate disciplinary action as required.
- Encourage personal and professional growth of staff members through the provision of regularly scheduled staff meetings, in-service training, professional development opportunities, and providing a resource centre.
- Accept, provide support, and evaluate ECE practicum students.
- Manage human resources in compliance with applicable bodies (ex. Employment standards, Occupational Health and Safety, Worker's Compensation).
- Model professional behaviour for staff.
- Encourage and support staff participating in professional and community organizations.

Program/Child Development

- Ensure the overall safety and wellbeing of children enrolled at the centre.
- Ensure the implementation of a developmentally appropriate program through the review of program plans, and the active participation and observation of program activities that meets the developmental abilities of each child.
- Ensure the implementation of an inclusive program and environment that meets the needs of all children.
- Oversee menu planning.
- Positive role model for staff and children.
- Provide family support.
- Provide families with an orientation to the centre when enrolling.
- Encourage parental involvement on the Board of Directors, in fundraising, children's programming, and work bees.
- Ensure effective communication with families through the implementation of a variety of methods (ex. Newsletters, parent bulletin boards, verbal communication, HiMama app)
- Assist families in connecting with agencies and resources as required.
- Positively communicate with parents regarding their child and their progress.
- Address parent concerns in a timely manner.
- Professional and community involvement.
- Participate in relevant professional committees and organizations.
- Provide ASQ screening on a yearly basis or as requested by a parent/caregiver.

Board Relations

- Attend all board meetings in an advisory capacity.
- Provide a written report on the status of the centre to the Board at each board meeting and to the membership annually.
- Provide background information on issues as required by the Board for policy development.
- Provide policy drafts for board approval.



- Assist Board in the planning of committee, board, and annual general meetings.
- Ensure that the centre meets all legal requirements.
- Inform Board of maintenance, renovation, and equipment requirements.
- Conduct an annual program evaluation to be provided to the Board.
- Inform the Board of government initiatives which affect the delivery of child care.
- Act as a liaison between the Board and staff or parents to ensure all concerns or complaints are addressed.

Knowledge, Skills & Abilities

- Excellent communication skills
- Ability to organize time effectively
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Demonstrated ability to set high standard for oneself and others, and accepting responsibility for all actions
- Strong organizational and people management skills
- Financial and budget knowledge
- Basic bookkeeping skills
- Knowledge of computer software and Microsoft Office programs
- Experience with HiMama program not mandatory, but is preferable
- Supervisory and leadership skills for hiring, training, mentoring and leading a team of Early Childhood Educators
- Knowledge of ability to comply with the Child Care Act and Child Care regulations, as well as demonstrative an understanding of the Play and Exploration Program.

Education & Experience

- ECE Level III Certification or equivalent is required (may consider those willing to obtain certification while employed)
- Standard First Aid & CPR Certification
- Food Handler Certification
- Clear Criminal Record and Vulnerable Sector checks
- Minimum of 3 years working in an Early Childhood Education setting