

	<h2>HR Shared Services Project</h2>	<h2>Child Care Sector Job Framework</h2>
Title / Duties and Responsibilities	<h3>Executive Director</h3>	<h3>Assistant Director</h3>
General Accountability	<p>The Executive Director reports to the Board of Directors and is chiefly responsible for the organization's consistent achievement of its mission and organizational objective.</p> <p>The Executive Director is accountable for the implementation of all policies and programs related to child development and care, human resources, finance, equipment and facilities, family and community relations and governance of the child care centre.</p>	<p>The Assistant Director reports to the Executive Director and is responsible to support the organization's achievement of its mission and organizational objectives. The Assistant Director is accountable to act as the Executive Director at times when the Executive Director is absent from the centre.</p> <p>The Assistant Director assists with the implementation of policies and programs related to child development and care, human resources, enrollment and finance, equipment and facilities, family and community relations, and record keeping.</p>
Child Development and Care	<ul style="list-style-type: none"> • Develops and implements children's programs <ul style="list-style-type: none"> ○ Develops and implements a philosophy of early childhood education and care ○ Applies pedagogical guidelines ○ Provides program support to staff ○ Develops philosophies and practices for meeting children's needs ○ Monitors program activities ○ Evaluates programs • Creates a child-centre environment <ul style="list-style-type: none"> ○ Maintains an environment respectful of children's strengths and needs ○ Ensures a child-friendly learning environment ○ Manages space requirements and specifications based on children's strengths and needs ○ Protects and respects the rights of children 	<ul style="list-style-type: none"> • Facilitate the development and behaviour of children <ul style="list-style-type: none"> ○ Uses a variety of observation and documentation techniques ○ Facilitate cognitive, language, social, emotional, creative and physical development of children ○ Facilitate acceptance of diversity • Develop, implement and evaluate programs <ul style="list-style-type: none"> ○ Research a variety of curriculum models ○ Implement an inclusion policy ○ Develop, implement, evaluate and monitor an infant, toddler, pre-school, kindergarten, school-age or multi-age program as required ○ Modify environment to ensure accessibility • Support the holistic development of all children <ul style="list-style-type: none"> ○ Build meaningful relationships with the children ○ Identify and expand upon learning opportunities (teachable moments) ○ Identify and support individual learning and development, diversity, equity and inclusion ○ Maintain documentation of child's development • Meet health, welfare and safety needs

		<ul style="list-style-type: none"> ○ Accommodate for children’s allergies ○ Administer medication and/or procedures ○ Implement preventative health and safety measures ○ Develop and implement safe travelling practices ○ Provide first aid and CPR ○ Implement emergency and evacuation plans and security procedures and review safety-related issues ○ Follow safe toileting and diapering procedures ○ Identify and report suspected cases of child abuse and neglect ○ Promote a healthy lifestyle ○ Promote environmentally sound practices ○ Actively supervise children at all times, including during outings and field trips ● Meet nutritional needs <ul style="list-style-type: none"> ○ Plan and provide nutritious meals and snacks ○ Prepare and provide infant nutrition ○ Promote healthy eating ○ Accommodate for special nutritional requirements ● Guide children’s behaviour <ul style="list-style-type: none"> ○ Establish with colleagues an environment to foster positive behaviour in the program ○ Guide and observe children ○ Implement positive behaviour guidance ○ Facilitate appropriate language, conflict resolution, empathy, problem solving and coping skills ○ Use and promote active listening skills ○ Use natural or logical consequences ○ Protect children from physical and emotional harm
<p>Human Resources</p>	<ul style="list-style-type: none"> ● Recruits staff <ul style="list-style-type: none"> ○ Determines staffing needs ○ Advertises for staff ○ Interviews and screens prospective employees ○ Hires and orients staff ● Manages staff <ul style="list-style-type: none"> ○ Motivates and supervises employees ○ Evaluates employee performance ○ Supports and addresses staff behaviour ○ Maintains staff records 	<ul style="list-style-type: none"> ● Supervises staff in the absence of the Executive Director <ul style="list-style-type: none"> ○ Motivates and supervises employees ○ Supports and addresses staff behaviour ○ Maintains staff records ● Monitors daily license ratios and ensures compliance with regulations ● Updates and maintains substitute teacher list and accesses teaching resources on an as needed basis

	<ul style="list-style-type: none"> ○ Conducts staff meetings ● Manages professional development <ul style="list-style-type: none"> ○ Determines professional development needs ○ Identifies and provides appropriate professional development opportunities ● Manages labour relations <ul style="list-style-type: none"> ○ Follows employment standards and terms of collective agreement ○ Establishes and implements appropriate working conditions ○ Manages problem solving and conflict resolution ● Manages external human resources <ul style="list-style-type: none"> ○ Determines requirements for external human resources ○ Screens and engages external human resources ○ Orients and monitors external human resources 	
Finance	<ul style="list-style-type: none"> ● Prepares budget <ul style="list-style-type: none"> ○ Determines revenue sources ○ Estimates expenses ● Manages revenue and expenditures <ul style="list-style-type: none"> ○ Maintains and interprets financial statements and participates in audit process ○ Manages accounts payable and receivable ○ Manages enrolment to ensure accurate and timely cash management ○ Orders materials and supplies ○ Orders equipment 	<ul style="list-style-type: none"> ● Coordinates revenue and expenditures <ul style="list-style-type: none"> ○ Actively manages enrolment and wait list of potential customers ○ Manages subsidy claim process in a timely and accurate manner ○ Orders materials and supplies in a cost effective manner as directed ○ Orders equipment as directed
Equipment and Facilities	<ul style="list-style-type: none"> ● Ensures a safe and healthy environment <ul style="list-style-type: none"> ○ Assesses risk and develops emergency procedures ○ Responds to facility emergencies and physical and emotional trauma ○ Manages health practices ○ Ensures safe food handling ○ Provides for balanced menus and special dietary needs ● Manages facilities <ul style="list-style-type: none"> ○ Manages facility/site repair and maintenance ○ Manages equipment repair and maintenance ○ Ensures compliance with building regulations and codes ○ Participates in the design of new and existing facilities 	<ul style="list-style-type: none"> ● Maintain a safe environment <ul style="list-style-type: none"> ○ Check for physical hazards ○ Maintain and implement safety standards and protocols ● Operate and maintain facilities <ul style="list-style-type: none"> ○ Coordinates facility, site and equipment repair and maintenance as directed by the Executive Director ○ Monitor cleanliness and sanitation of all areas used by children
Family and	<ul style="list-style-type: none"> ● Creates a family-friendly environment 	<ul style="list-style-type: none"> ● Maintains and supports links with the community

Community Relations	<ul style="list-style-type: none"> ○ Supports a culture of respect for all families ○ Promotes family involvement ○ Provides resources to families ○ Refers families to external resources ● Creates and maintains links with the community <ul style="list-style-type: none"> ○ Advocates on behalf of quality early childhood education and care ○ Establishes partnerships with external resources ○ Informs the public about the value of quality early childhood education and care 	<ul style="list-style-type: none"> ○ Advocates on behalf of quality early childhood education and care ● Monitor and reinforce a family-friendly environment <ul style="list-style-type: none"> ○ Supports a culture of respect for all families ○ Promotes family involvement ○ Provides resources to families ○ Refers families to external resources ● Form collaborative partnerships with families <ul style="list-style-type: none"> ○ Build and maintain meaningful relationships with families ○ Orient families to programs ○ Communicates and collaborates with parents ● Use community resources <ul style="list-style-type: none"> ○ Access and engage community resources, facilities and services ○ Raise awareness of and participates in early childhood related advocacy and community events ○ Involve volunteers ● Advocate for children and families <ul style="list-style-type: none"> ○ Make connections between families and resources ○ Respect the rights of the child ● Provide an inclusive environment <ul style="list-style-type: none"> ○ Collaborate with parents to identify strengths, needs and interests of the child ○ Collaboratively develop and implement inclusion plans with other professionals and parents
Governance	<ul style="list-style-type: none"> ● Participates in organizational policy development <ul style="list-style-type: none"> ○ Maintains awareness of current legislation ○ Contributes to the development of governance policies ○ Develops operational policies and guidelines ○ Monitors and evaluates policies ● Plans for the organization <ul style="list-style-type: none"> ○ Assesses community needs for early childhood education and care ○ Develops strategic, business and annual operational plans ○ Develops ongoing communications strategies ○ Markets services and activities ○ Monitors and pursues alternate funding as appropriate opportunities are identified ● Relates to relevant governing authority / Board of Directors <ul style="list-style-type: none"> ○ Advises and supports the function of governing authorities 	<ul style="list-style-type: none"> ● Communicates policies and supports implementation as directed by the Executive Director ● Monitors staff compliance of policies and provides accurate and timely feedback to employees as appropriate

	<ul style="list-style-type: none">○ Prepares and presents reports○ Implements policy from the governing authority / Board of Directors	
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Record Keeping		<ul style="list-style-type: none"> • Maintain accurate and complete confidential and non-confidential human resource files in accordance with licensing requirements to ensure successful licensing inspections • Tracks all staff training and development and related budgets • Works with all aspects of the organization's data management including: financial, board, community volunteers, administrative, program areas and performance monitoring • Uses a computer to maintain records and complete work (word processing, data entry, spreadsheets, email, presentation software) • Develops agendas, prepares for meetings, takes minutes and produces timely and accurate meeting records • Supervise Early Childhood Educator records to ensure accurate and timely compliance with legislation and regulation <ul style="list-style-type: none"> ○ Record daily and monthly attendance ○ Record and report accidents, incidents and occurrences as required ○ Record cleaning procedures ○ Prepare record of ill health ○ Record medical procedures and the administration of medication ○ Maintain up-to-date children's records ○ Record facility maintenance and safety checks ○ Complete child's daily log for parents ○ Monitors and reinforces completion of daily communication log book and daily program planning book
Professional Relationships		<ul style="list-style-type: none"> • Work as a member of a professional team <ul style="list-style-type: none"> ○ Create partnerships with colleagues and volunteers ○ Participate in meetings ○ Liaise with stakeholders ○ Demonstrate leadership ○ Follow policies and procedures • Mentor others <ul style="list-style-type: none"> ○ Support and guide colleagues, students and volunteers ○ Facilitate mentee's professional development ○ Act as a resource
Personal and Professional Development		<ul style="list-style-type: none"> • Conducts self professionally <ul style="list-style-type: none"> ○ Maintains professionalism ○ Follows policies and procedures and uses a code of ethics to guide practice ○ Maintains confidentiality

		<ul style="list-style-type: none"> ○ Maintain required professional certifications and/or registrations ○ Keeps up to date with legislative requirements ● Maintains a work/life balance <ul style="list-style-type: none"> ○ Engage in ongoing self-assessment ○ Maintain physical and mental well-being ● Participates in professional development <ul style="list-style-type: none"> ○ Develop and implement a professional development plan ○ Evaluate progress based on the professional development plan ○ Participate in professional workshops, courses and ongoing learning ○ Network with peers ● Advocate for the profession <ul style="list-style-type: none"> ○ Participate in professional organizations ○ Promote the profession
Education Qualifications And Professional Certification	<ul style="list-style-type: none"> ● Degree or Diploma in Early Childhood Education; Level II or III certification in Preschool, School Age and Infant /care; and meets the standards for qualification and professional development as required by the Department of Community Services ● Current First Aid and CPR Certificate ● Child Abuse Registry Check ● Criminal Record Check 	<ul style="list-style-type: none"> ● Diploma in Early Childhood Education ● Current First Aid and CPR Certificate ● Child Abuse Registry Check ● Criminal Record Check
Experience	<ul style="list-style-type: none"> ● Minimum of ten (10) years of experience and demonstrated proficiency of child care standards of practice in a licensed child care setting, or an equivalent minimum of education plus six (6) years of experience in a relevant and acceptable business management position 	<ul style="list-style-type: none"> ● Minimum of five (5) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting
Specialized Knowledge	<ul style="list-style-type: none"> ● Promotes ethical practices and attitudes of the Nova Scotia Child Care Association ● Relevant legislation includes, but is not limited to, the following: <ul style="list-style-type: none"> ○ Nova Scotia Department of Community Services Food and Nutrition Standards ○ Fire Inspection ○ Employment Standards Act of Nova Scotia ○ Nova Scotia Occupational Health and Safety (including WHMIS) ○ Nova Scotia Day Care Act and Regulations 	<ul style="list-style-type: none"> ● Promotes ethical practices and attitudes of the Nova Scotia Child Care Association ● Relevant legislation includes, but is not limited to, the following: <ul style="list-style-type: none"> ○ Nova Scotia Department of Community Services Food and Nutrition Standards ○ Fire Inspection ○ Employment Standards Act of Nova Scotia ○ Nova Scotia Occupational Health and Safety (including WHMIS) ○ Nova Scotia Day Care Act and Regulations
Skills and Abilities	<ul style="list-style-type: none"> ● People leadership and human resource management skills including recruitment and selection, performance and attendance management, labour and employee relations, etc. 	<ul style="list-style-type: none"> ● Above average verbal and written communications, interpersonal skills, ability to multi-task, time management, organizational abilities ● Business administration, customer service skills

	<ul style="list-style-type: none"> • Computer proficiency in word processing, spreadsheets, accounting software, presentation software, etc • Finance management skills including budgeting, cash flow management, A/R, A/P, etc • Above average verbal and written communications, interpersonal skills, ability to multi-task, time management, organizational abilities 	<ul style="list-style-type: none"> • Computer proficiency in word processing, spreadsheets, accounting software, presentation software, etc • Finance management skills including A/R, A/P, etc
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Personal Characteristics	<ul style="list-style-type: none"> • Proactive, flexible, patient, prompt and reliable attendance at work • Diplomatic, professional, neat and appropriate personal appearance and attire • Creative, enthusiastic 	<ul style="list-style-type: none"> • Proactive, responsible, prompt and reliable attendance at work • Flexible, patient, professional, neat and appropriate personal appearance and attire • Creative, enthusiastic
Working Conditions	<ul style="list-style-type: none"> • The Executive Director works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress • Regular business hours with some requirement for evening and weekend work • Travel is required, as is use of a reliable, personal vehicle 	<ul style="list-style-type: none"> • The Assistant Director works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress • Regular business hours with limited requirement for evening and weekend work • Regular outdoor work is required, including during inclement weather
Physical Requirements	<ul style="list-style-type: none"> • Occasional lifting to 60 lbs • Exposure to illness 	<ul style="list-style-type: none"> • Occasional lifting to 60 lbs. • Outdoor work • Exposure to illness