



Acknowledgements and Background

This User’s Guide is an accompaniment to the Child Care Sector Job Frameworks developed by the HR Shared Services Partnership (HRSSP).

The HRSSP acknowledges funding provided by the Province of Nova Scotia’s Department of Community Services under the Voluntary Sector Professional Capacity Trust. This funding was granted in 2011 and was used to develop tools and programs to develop and promote improved human resource management capacity for the Nova Scotia child care sector.

The HRSSP was comprised of four senior Executive Directors from child care facilities across Nova Scotia. The partners worked with a human resource management consultant with complementary experience to develop materials for the Nova Scotia child care sector.

The HRSSP acknowledges the use of the Task Profile Charts containing Occupational Standards for Early Childhood Educators and Child Care Administrators which was developed by the Child Care Human Resources Sector Council.

Child Care Sector Job Frameworks

The Child Care Sector Job Frameworks were developed for the following positions that are typically found in a child care centre:

Management	Teaching	Support
Executive Director	Resource Teacher	Administrative Assistant
Assistant Director	Inclusion Coordinator	Cook
	Early Child Care Educator Level II (Degree)	
	Early Child Care Educator Level I (Diploma)	
	Child Care Worker Level I	
	Child Care Worker (untrained)	

The Child Care Sector Job Frameworks (“the Frameworks”) include the Occupational Standards for Early Childhood Educators and Child Care Administrators that were developed and validated by the Child Care Human Resources Sector Council (CCHRSC) and published in 2010.

The HRSSP partners have included additional information for each position to meet the ongoing needs of early child care centres in Nova Scotia. This information is based on the partners’ professional experience and consultant research on related education needs and applicable legislation as of December, 2011.

Early child care centres also commonly employ an Administrative Assistant and a Cook. To assist in providing a complete set of information for sector use, the HRSSP partners provided information based on their professional experience with these jobs and the consultant provided complementary research on related requirements.

Occupational Standards (Child Care Human Resources Sector Council)	Other Framework Data (HR Shared Services Partnership)
Child Development and Care	Title
Human Resources	General Accountability
Finance	Education, Qualifications and Professional Certification
Equipment and Facilities	Experience
Family and Community Relations	Specialized Knowledge
Governance	Skills and Abilities
Record Keeping	Personal Characteristics
Professional Relationships	Working Conditions
Personal and Professional Development	Physical Requirements

Purpose of the Child Care Sector Job Frameworks

The Child Care Sector Job Frameworks were developed as a starting point for the HRSSP and can be used by Early Child Care managers, employees and students for a variety of purposes:

- To define and understand the key tasks and responsibilities of positions typically found in early child care centres,
- to identify areas and develop tools that encourage professional growth and development,
- to develop, evaluate and improve training programs, and
- to develop job descriptions and related tools to recruit employees, evaluate their work, identify professional development requirements, and facilitate other human resource management practises such as job evaluation and succession planning.

Using the Child Care Sector Job Frameworks

The Frameworks are available for use by the Nova Scotia early child care community. They can be accessed electronically at www.nschildcareassociation.org. The Frameworks have been used to develop job descriptions, recruitment and selection tools, performance evaluation and related programs and supports for each position. These materials can also be found at www.nschildcareassociation.org.