



Job Description

Assistant Director

Position Title	Assistant Director
Employee Name	
Reports to	Executive Director
Classroom	
Location	
Date	

General Accountability Statement

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.

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.

Duties and Responsibilities

The primary job duties and responsibilities for the Assistant Director include but are not limited to the following:

Child Development and Care

- Facilitate the development and behaviour of children
 - 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
 - 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
 - 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
 - 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
 - Plan and provide nutritious meals and snacks
 - Prepare and provide infant nutrition
 - Promote healthy eating
 - Accommodate for special nutritional requirements
- Guide children's behaviour
 - 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

Human Resources

- Supervises staff in the absence of the Executive Director
 - Motivates and supervises employees
 - Supports and addresses staff behaviour
 - Maintains staff records
- Monitors daily license rations and ensures compliance with regulations
- Updates and maintains substitute teacher list; and accesses teaching resources on an as needed basis

Finance

- Coordinates revenue and expenditures
 - 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

- Maintain a safe environment
 - Check for physical hazards
 - Maintain and implement safety standards and protocols
- Operate and maintain facilities
 - 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 Community Relations

- Maintains and supports links with the community
 - Advocates on behalf of quality early childhood education and care
- Monitor and reinforce a family-friendly environment
 - 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
 - Build and maintain meaningful relationships with families
 - Orient families to programs
 - Communicates and collaborates with parents
- Use community resources
 - 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
 - Make connections between families and resources
 - Respect the rights of the child
- Provide an inclusive environment
 - Collaborate with parents to identify strengths, needs and interests of the child
 - Collaboratively develop and implement inclusion plans with other professionals and parents

Governance

- 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

Record Keeping

- 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
 - 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

- Work as a member of a professional team
 - Create partnerships with colleagues and volunteers
 - Participate in meetings
 - Liaise with stakeholders
 - Demonstrate leadership
 - Follow policies and procedures
- Mentor others
 - Support and guide colleagues, students and volunteers
 - Facilitate mentee's professional development
 - Act as a resource

Personal and Professional Development

- Conducts self professionally
 - Maintains professionalism
 - Follows policies and procedures and uses a code of ethics to guide practice
 - Maintains confidentiality
 - Maintain required professional certifications and/or registrations
 - Keeps up to date with legislative requirements
- Maintains a work/life balance
 - Engage in ongoing self-assessment
 - Maintain physical and mental well-being
- Participates in professional development
 - 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
 - Participate in professional organizations
 - Promote the profession

Qualifications

Education, Qualifications and Certifications

- Diploma in Early Childhood Education
- Current First Aid and CPR Certificate
- Child Protection Records Check
- Current Criminal Record Check

Experience

- Minimum of five (5) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting

Specialized Knowledge

- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Relevant legislation includes, but is not limited to, the following:
 - Nova Scotia Department of Community Services Food and Nutrition Standards
 - Fire Inspection
 - Employment Standards Act of Nova Scotia
 - Nova Scotia's Occupational Health and Safety Act and Regulations, including WHMIS
 - Nova Scotia Daycare Act and Regulations

Skills and Abilities

- Above average verbal and written communications, interpersonal skills, ability to multi-task, time management, organizational abilities
- Business administration, customer service skills
- Computer proficiency in word processing, spreadsheets, accounting software, presentation software, etc
- Finance management skills including A/R, A/P, etc

Personal Characteristics

- Proactive, responsible, prompt and reliable attendance at work
- Flexible, patient, professional, neat and appropriate personal appearance and attire
- Creative, enthusiastic

Working Conditions

- 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

- Occasional lifting to 60 lbs.
- Outdoor work
- Exposure to illness

Direct Reports

None.

Approval

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