



Job Description

Executive Director

Position Title	Executive Director
Employee Name	
Reports to	Board of Directors
Classroom	
Location	
Date	

General Accountability Statement

The Executive Director reports to the Board of Directors and is chiefly responsible for the organization's consistent achievement of its mission and organizational objectives.

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.

Duties and Responsibilities

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

Child Development and Care

- Develops and implements children's programs
 - 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
 - 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

Human Resources

- Recruits staff
 - Determines staffing needs
 - Advertises for staff
 - Interviews and screens prospective employees
 - Hires and orients staff
- Manages staff
 - Motivates and supervises employees
 - Evaluates employee performance
 - Supports and addresses staff behaviour
 - Maintains staff records
 - Conducts staff meetings
- Manages professional development
 - Determines professional development needs
 - Identifies and provides appropriate professional development opportunities
- Manages labour relations
 - Follows employment standards and terms of collective agreement
 - Establishes and implements appropriate working conditions
 - Manages problem solving and conflict resolution
- Manages external human resources
 - Determines requirements for external human resources
 - Screens and engages external human resources
 - Orients and monitors external human resources

Finance

- Prepares budget
 - Determines revenue sources
 - Estimates expenses
- Manages revenue and expenditures
 - 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

Equipment and Facilities

- Ensures a safe and healthy environment
 - 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
 - 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

Family and Community Relations

- Creates a family-friendly environment
 - 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
 - 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

Governance

- Participates in organizational policy development
 - 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
 - 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
 - Advises and supports the function of governing authorities
 - Prepares and presents reports
 - Implements policy from the governing authority / Board of Directors

Qualifications

Education, Qualifications and Professional Certifications

- 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 Nova Scotia Department of Community Services
- Current First Aid and CPR Certificate
- Child Abuse Registry Check
- Criminal Record Check

Experience

- 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

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

- People leadership and human resource management skills including recruitment and selection, performance and attendance management, labour and employee relations, etc.
- 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

Personal Characteristics

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

Working Conditions

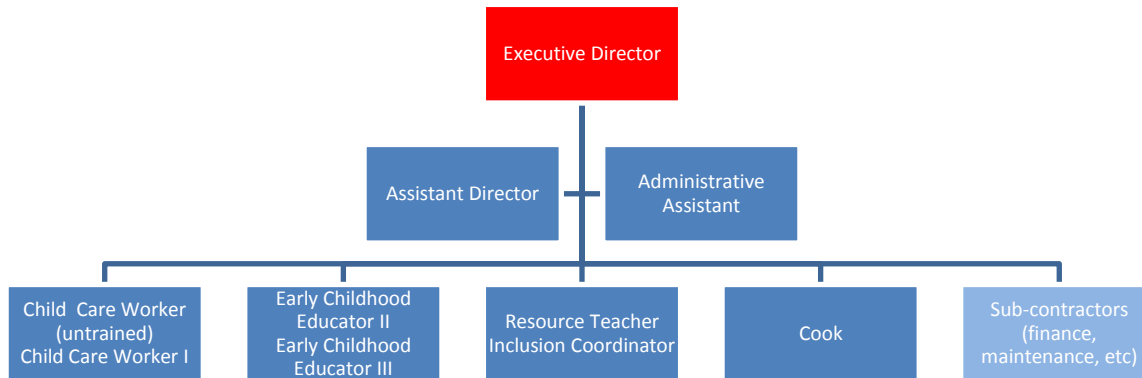
- The Executive Director works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress
- Regular business hours with some requirement for evening and weekend work
- Travel is required, as is use of a reliable, personal vehicle

Physical Requirements

- Occasional lifting to 60 lbs
- Exposure to illness

Direct Reports

The following organizational chart shows the typical employee and sub-contract positions reporting to the Executive Director.



Approval

Approved by	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Signature</div> <div style="width: 45%;">Title</div> </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Printed Name</div>
Date approved	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Date</div>