



# Job Posting

## Assistant Director

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### Warm, inviting and happy work environment!

XXX is a non-profit daycare dedicated to provide a positive learning environment that supports children in reaching their optimum level of cognitive, emotional, physical and spiritual development. We require an Assistant Director to join our professional team of early childhood educators.

### The Role

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.

- **Terms:** This is a full-time (unionized/non-unionized) position, 8 am to 5 pm Monday to Friday.
- **Salary:** \$\_\_\_\_\_ per annum
- **Benefits:** Any benefit package that is applicable for this position should be included here.

### About the Ideal Candidate

- Minimum of five (5) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting
- Diploma in Early Childhood Education
- Current First Aid and CPR Certificate; Child Protection Records Check and Current Criminal Record Check
- The incumbent is responsible for human resources, customer service, finance and facility management in the Executive Director's absence from the Centre
- The incumbent will have an in depth understanding of governance practices ensuring compliance with organizational policies
- Above average ability to work independently, multi-task, time management, and organizational skills
- Anticipates and is responsive and responsible to address issues and concerns at work
- Proactive, responsible, prompt and reliable attendance at work
- Creative, enthusiastic, neat and appropriate personal appearance and attire
- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Working knowledge of:
  - 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

### How to Apply

Apply to [resumes@XXX.ca](mailto:resumes@XXX.ca) by not later than \_\_\_, 2012. Applications will be reviewed as they are received and interviews will begin as suitable candidates are identified. All applications are treated as confidential. We thank all applicants for their interest however only those selected for an interview will be contacted.