



# Job Posting

## Executive Director

### Early Child Care

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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 Executive Director to join our professional team of early childhood educators.

#### The Role

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.

- **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 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
- 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 Protection Records Check and Current Criminal Record Check
- 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.