



# Users Guide

## Job Description Template

### Acknowledgements and Background

This User's Guide is an accompaniment to the Child Care Sector Job Descriptions 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 Descriptions

The Child Care Sector Job Descriptions 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 Descriptions 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 job descriptions 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.

<b>Occupational Standards (Child Care Human Resources Sector Council)</b>	<b>Other Job Description Data (HR Shared Services Partnership)</b>
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 Descriptions

The Child Care Sector Job Descriptions are for use by Early Child Care managers, employees and students for a variety of purposes including:

- help employees understand their duties and responsibilities, the relative importance of their duties, and how their position contributes to the mission, goals and objectives of the organization,
- contribute to organizational effectiveness by ensuring that the work carried out by staff is aligned with the organization's mission,
- help management clearly identify the most appropriate employee for new duties and realigning workloads,
- assess needs and develop recruitment campaigns that clearly articulate the duties to be performed and the qualifications required by the organization for the position,
- develop screening and selection tools that are based on the duties and qualifications outline in a job description,
- supporting new employee orientation,
- developing employee work plans, performance management and training programs,
- when an employee is terminated for poor performance, an accurate, complete and up-to-date job description will help the organization defend its decision.

## Using the Child Care Sector Job Descriptions

The Job Descriptions are available for use by the Nova Scotia early child care community and can be accessed electronically at [www.ccnns.org](http://www.ccnns.org). Child care centre managers should do a thorough job analysis and modify these templates to jobs in their centre.

For more information on how to do a job analysis go to: <http://www.ccsc-cssge.ca/hr-resource-centre/hr-toolkit/recruitment/hiring/job-description#s3-anchor2>. More information on how to use job descriptions can be found at: [http://hrcouncil.ca/hr-toolkit/right-people-job-descriptions.cfm#\\_secA4](http://hrcouncil.ca/hr-toolkit/right-people-job-descriptions.cfm#_secA4)



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## Job Description Template

Position Title	Official title of the position
Employee Name	First and last name of incumbent
Reports to	Title of the position that the job reports to
Classroom	Organizational unity where the position is found
Location	Physical location of the position (for multi-location organizations)
Date	Month and year of writing or revising the job description

### General Accountability Statement

A three or four sentence paragraph that provides a brief but specific description of why the position exists and the end results that should be accomplished by the job. It can generally be written in the following format:

The \_\_\_\_\_ is accountable for \_\_\_\_\_ in order to \_\_\_\_\_.

### Duties and Responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities to be done under each heading. Using headings and giving examples of the types of activities to be done allows you to develop a job description that encourages employees to work “outside the box” and discourages “that’s not my job”.

- Identify between three and eight headings for primary responsibilities and list provide details of duties under each in order of importance
- Begin each statement with an action verb; use present tense
- Use gender neutral language such as she/he; use generic language rather than acronyms or industry lingo
- Use appropriate qualifiers to clarify the task (where, when, why, how often) – for example, instead of “greet visitors to the office”, use “greet visitors to the office in a professional and friendly manner”
- Avoid words that are open to interpretation – for example, instead of “handle incoming mail”, use “sort and circulate incoming mail”

## Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position. Ensure that qualifications comply with provincial human rights legislation.

Qualifications include:

- Education, Qualifications and Professional Certification
- Experience
- Specialized Knowledge
- Skills and Abilities
- Personal Characteristics

## Working Conditions

If the job requires a person to work in special working conditions this should be stated in the job description. Special conditions cover a range of circumstances including evening and/or evening work hours, shift work, outdoor work, work with challenging clients, etc.

## Physical Requirements

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to lift heavy objects regularly, do repetitive tasks, stand for extended periods of time, etc.

## Direct Reports

List by job title any positions to be supervised by the incumbent.

## Approval

Approved by	Signature, Printed Name and Title of the person authorized to approve the job description
Date approved	Date upon which the job description was approved