



JOB DUTIES AND RESPONSIBILITIES

Assistant Director

Overview of Position

The Assistant Director reports to the Executive Director and is responsible for assisting the Executive Director with the daily management and administration of the centre. The Assistant Director has the dual responsibilities of assisting the Executive Director and overseeing the KSC Centre Ave. location. The Assistant Director acts in the Executive Director's absence and will have the sole responsibility for the centre administration if the Executive Director is away from the centre for extended absences.

Education & Training:

- Qualified as an ECE II or III by Manitoba Early Learning & Child Care
- ECE II must have completed a two-year diploma in Early Childhood Education through a recognized program of studies or have completed a Competency Based Assessment or Competency Based Assessment/Prior Learning Assessment recognized by the Early Learning and Child Care Program
- ECE III must have completed a currently approved ECE II program based on post October 31,1991 requirements and a specialized program recognized by the Child Care Qualifications and Training Committee (CCQTC)
- ECE III with Advanced Diploma in Program Management preferred.
- Participation in at least 24 hours of professional development activities annually.
- Certification in First Aid and CPR

Experience & Skills Required

- Strong administrative and leadership skills and a broad knowledge of licensed childcare and child development.
- Demonstrated skills in strategic planning, and ability to work collaboratively and build partnerships with families and staff members.
- Previous supervisory experience in a childcare setting is required. Minimum of 2 years of experience in Program Management is an asset.
- Previous mentoring/coaching experience required.
- Strong overall computer skills (word processing, excel, outlook, social media, childcare management software, etc.).
- Excellent communication and interpersonal skills, including the ability to mediate conflict and lead difficult conversations.

- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Strong budgeting skills with the ability to effectively manage financial resources.
- Well-developed planning, organizing, and administrative skills.

Hours:

- 35-40 hours/week. The number of hours may be negotiable by the Executive Director and Board of Directors. Five (5) days/week on-site. Hours will be required at both sites, and both administrative and “on the floor” duties may be required.

The main areas of responsibility are as follows:

- 1. Health and Safety**
- 2. Program**
- 3. Families**
- 4. Administrative Management**
 - a. Government Regulating Body
 - b. Operational Management
 - c. Children and Families
 - d. Financial Management
 - e. Personnel Policies and Procedures
 - f. Professional Development and Training
 - g. Public Relations
- 5. Professionalism**

1. HEALTH AND SAFETY

The responsibility of the Assistant Director is to ensure a healthy, safe, and hazard-free environment.

Specifically, the Assistant Director will:

- ensure all employees have current and relevant First Aid/CPR training.
- comply with fire and health regulations including fire drills, evacuation plans, safety equipment, and removal of safety hazards.
- ensure planning for and implementation of a safe environment for children in areas such as program safety, traffic safety, transportation/arrival and departure, and field trips.
- ensure recognition, documentation, reporting, and immediate action in the case of accidents and illness and monitor symptoms.
- implement a process to ensure that medication permission forms are signed, and that medication is administered and recorded.
- ensure that accident report forms are completed, and appropriate authorities notified as required by legislation.
- maintain updated health histories including insurance numbers where required.
- ensure cleanliness and maintenance of all program equipment and appliances.
- ensure children are only released, following relevant legislation, to the known guardian or that alternate arrangements have been documented.
- report incidents for suspected abuse upon discovery as per centre and Child Abuse Protocol
- oversee the planning, preparation, and serving of nutritional snacks and post menus.

2. PROGRAM

The Assistant Director is responsible for ensuring curriculum development, implementation, and evaluation. The Assistant Director provides the vision for the development of a high-quality program that meets the needs of young children and their families. The programming responsibilities of the Assistant Director build on the basic ECE tasks related to the learning environment, physical development, cognitive development, communication, creativity, self-concept, social skills, and guidance and discipline.

Specifically, the Assistant Director will:

- provide leadership to the employees when designing the curriculum.
- provide leadership to employees and collaborate with the Pedagogical Leader to review programs.
- ensure the centre's philosophy is created and communicated to employees.
- work with the Pedagogical Leader and employees on a short and long-term basis.
- ensure toys, equipment, and supplies for the centre are appropriate to the emotional, physical, social, and cognitive needs of the children and their learning styles.
- evaluate the program based on procedures established with the Board of Directors, to ensure that the children's individual needs are met by the program.
- evaluate the use of physical space including a workable plan for indoor and outdoor space.

3. FAMILIES

The Assistant Director must consider the needs of not only the children in the program but their families as well. S/he provides the leadership and vision to the employees to ensure that parents are welcomed and involved in their children's program.

Specifically, the Assistant Director will:

- define the centre's level of commitment to working with families.
- articulate policies and strategies which reflect effective communication.
- meet with parents and provide a parent information package with a clear statement of all centre policies at the time of registration.
- assist parents in filling out forms and subsidy applications as needed.
- document observations of children's behaviour and development regularly.
- ensure behaviour management policies based on relevant philosophies and theories are developed, communicated, implemented, and reviewed regularly.
- communicate with parents about their child's day, sharing any concerns regarding behaviour or illness; as well as information about the program, the employees, nutritional suggestions, resources and events etc. (through newsletters, parents' night, and regular conversations)
- refer parents to appropriate professionals and other resources as needed.
- involve parents regularly in discussion of their children's development as well as program goals and objectives.

4. ADMINISTRATIVE MANAGEMENT

The Assistant Director reports to the Executive Director and Board of Directors. The Assistant Director assists and supports the daily operation of the program and services and at times acts on the Executive Director's behalf. This includes the management of all aspects of the program's operation that relate to the delivery of quality care to children and families.

a. Government Regulating Body

The Assistant Director will:

- maintain current knowledge of the provincial regulations.
- manage the daily operation of the centre in compliance with the provincial regulations and with the policies established by the Board of Directors.
- Assist the Executive Director and Coordinator with annual licensing.
- keep all applications, licenses, and policies up to date.
- complete and forward all required records to the Early Learning and Child Care Program as requested by the Executive Director.

b. Operational Management

The Assistant Director will:

- assist the Executive Director in developing and implementing policies.
- communicate regularly with the Executive Director and leaders.
- advise the Executive Director of expenditures for supplies, equipment, maintenance, and repairs as per financial control policies.
- inform the Executive Director regarding employee evaluations.
- consult with the Executive Director to develop the annual budget.
- plan and assist with the annual general meeting.
- Monitor waitlists and create projections of children's schedules and enrollment.
- respond to mail and other correspondence daily.
- schedule shared use of space and equipment as program needs dictate.
- create and maintain a filing system.
- be responsible for scheduling staff for appointments, vacation, training, planning etc. in consultation with the Executive Director.
- Review timesheets before submitting them to the Executive Director for payroll.
- Schedule and attend weekly meetings with the Executive Director and Pedagogical Leader
- Attend monthly meetings with the team/program leaders.

c. Children and Families

The Assistant Director will:

- admit and discharge children maintaining a daily recording system of arrivals and departures.
- plan the orientation of newly enrolled children ensuring employees are aware of changes in enrollment as they occur.
- establish and update children's information records, including registration forms, medical records, enrollment, and assessments continually.
- refer children with additional support needs when identified.
- notify parents and employees of centre closures, fee increases, change in hours of operation, and changes in policy at least one billing period prior to the change.

d. Financial Management

The Assistant Director will:

- participate in the preparation of the annual budget one-month before the end of the current fiscal year.
- apply for available grants.
- negotiate and arrange repairs and services.
- purchase supplies and equipment, as needed, subject to centre budget approval and government guidelines.

e. Personnel Policies, Practices, and Procedures

The Assistant Director will:

- schedule sufficient staffing of the centre to always meet ratio requirements.
- maintain and update all relevant records relating to employees' files, including hours of work, wages, deductions, and absenteeism.
- assist the Executive Director with the planning and conducting of regular staff meetings.
- supervise employee participation in the daily program.
- interview, hire, and provide orientation for new employees in consultation with the administration's hiring committee and employees.
- recognize the need for and recommend revisions to the job descriptions to ensure that they reflect the policies of the centre and duties of the position.
- recommend employees for permanent status or dismissal after a trial period.
- participate with the Executive Director and the board to create specific policies for employee disciplinary measures and to ensure that these measures are used consistently.
- assist with recruiting an active pool of substitutes.
- relay policies and procedures regularly to employees and ensure that they are adhered to.
- ensure the environment meets employee needs.

f. Professional Development and Training

The Assistant Director in collaboration with the Pedagogical Leader will:

- ensure ample supplies of professional magazines, and journals; circulating relevant articles among employees.
- identify and support employee opportunities for career development and promotion.
- develop and implement position descriptions and responsibilities.
- implement annual performance reviews; use ongoing observation and provision of constructive feedback.
- train all employees regarding the Child Abuse Protocol, Infectious Disease Control Guidelines, and Workplace Health and Safety (WHIMIS) procedures.
- plan for and arrange employee training and workshops.
- provide ongoing orientation for substitutes, new and permanent employees as needed.
- communicate with employees daily, implement procedures for solving problems that may occur and to respond to individual and group needs.
- act as a resource for, and work with employees, to ensure policy procedure and program needs are met.

g. Public Relations

The Assistant Director will:

- interpret the goals and objectives of the centre to the community through information regarding the centre.
- cooperate with educational institutions to achieve common goals.
- share program and policy ideas with other centres.

5. PROFESSIONALISM

The Assistant Director should demonstrate professional qualities and attitudes, supporting the development of the same in others. Professionalism refers to a combination of competence in a particular area of knowledge, and identification with a group of colleagues who can collectively define and support quality practices.

Specifically, the Assistant Director will:

- enforce and adhere to the “Community Child Day Care Standards Acts.”
- maintain confidentiality.
- demonstrate and maintain ethical and professional behaviour in the workplace.
- serve on various committees relating to the childcare field.
- maintain contact with other early childhood educators and centre directors, and Director/ECEs
- advocate for improved childcare regulations and funding and work with other professionals toward achieving these goals.
- maintain a current professional library.
- research new developments in the field of early childhood education.
- attend workshops, conferences and training sessions, hold membership in provincial and national childcare organizations.
- maintain appropriate work habits such as punctuality and regular attendance.