



WORK DESCRIPTION

EARLY CHILDHOOD CENTRE ADMINISTRATOR

OBJECTIVE:

To manage the systems, policy, services/programs/practice, legal and professional sanctions, planning and financial aspects of the child care centre infrastructure as it relates to the staff, facility, community, families, and licensed operator.

AUTHORITY & REPORTING RELATIONSHIPS:

The Early Childhood Centre Administrator's authority extends to the management of the infrastructure in controlling and applying resources relative to the centre staff, the centre facility, the community in which the centre is operating, the families which use the service, and the Licensed Operator of the centre,- within objectives established by the Licensed Operator. This infrastructure includes the management areas of the centre's infrastructure, including systems, policy, services/programs/practice, legal/professional sanctions, planning and finances.

The Executive Director manages the delivery of services on a daily basis, and as such, has autonomy to act within her management responsibility areas.

The Executive Director is a member of the operations management team and as such will be consulted and a key informant on all decisions regarding the delivery of all centre operations.

QUALIFICATIONS:

EDUCATION:

Successful completion of post secondary training in Early Childhood Education, and Professional development training in administrative skills, supervisory skills, fiscal and budgetary management, operations planning, government relations, program evaluation, policy development and organizational models;

Or

An ECE Administrator post secondary credential;

Or Administration in Community Services post secondary credential.

EXPERIENCE:

Minimum of two years of experience as a child care teacher...Or

Experience in a supervisory capacity in a community service...Or

Supervisory experience in child care

SKILLS :

Leadership Skills:

Demonstrate-

-ability to speak publicly

-clear and effective written communication

-clear and effective oral communication

-effective group skills

-mature judgment

-ability to work co-operatively with all people

- acceptance and respect of individual differences
- ability to motivate
- ability to set priorities
- skills in a variety of decision making techniques
- negotiation skills

Self-Evaluation Skills:

- Demonstrates ability to-
- seek/use help / assistance
 - interpret and apply advice received
 - response to constructive criticism

Professionalism:

- Demonstrates-
- the ability to establish and maintain professional relationships
 - skill in ethical decision making
 - participation in and contribution to professional associations
 - current knowledge of research, trends and issues in the child care field
 - ability to seek guidance and counsel where appropriate
 - ability to develop sound educational goals for young children.
 - continuous professional development
 - advocacy skills
 - confidentiality
 - complete knowledge of policies, regulations and reporting systems in regards to licensing of facilities
 - skill in time management

Personal:

- is articulate
- is pleasant, caring, sensitive, courteous, trusting.
- is resourceful
- attends to own physical health & hygiene.

Technical

- competent in the use of computers
- competent in the development and maintenance of data bases, spreadsheets and filing systems

WORK DESCRIPTION:

MANAGEMENT AREA RESPONSIBILITIES:

I. STAFF:

I. A. Systems: Systems are in place that outline decision making with clear lines of responsibility.

*the Early Childhood Centre Administrator is responsible to manage **systems relative to staff***

I.A.1. To ensure that timely information is recorded, stored and secured regarding individual staff members medical, evaluation, compensation, discipline, termination, complaints and other relevant personnel information.

I.A.2. To develop and implement salary scales; work schedules; recruitment, hiring, orientation, evaluation, discipline and termination procedures, professional development opportunities; rewards and recognition; and communication.

I.A.3. To ensure that anecdotal, behavioural, and medical information regarding children enrolled in the centre is recorded, stored and secured.

I.A.4. To evaluate and document program effectiveness.

I.A.5. To ensure an adequate supply of substitutes

I.B. Policy: Policies are in place to guide the administrator in her decision making

*the Early Childhood Centre Administrator is responsible to manage **policies** relative to staff*

I.B.1. To develop and manage policies related to staff -personnel policies, job descriptions, benefits, criminal/child abuse registry checks, evaluation, and confidential information policies.

I.B.2. To develop and manage program delivery policies for outings, discipline, philosophy, curriculum, anti bias, parent-staff , accepting and releasing children, and all areas relative to program delivery.

I.B.3. To develop and manage procedural guidelines regarding health, safety, and emergency for staff and children.

I.C. Services/Program/Practices:

*the Early Childhood Centre Administrator is responsible to manage the **services and programs** relative to staff*

I.C.1. To make resources available that are needed for the efficient and effective delivery of quality programs¹ to the children enrolled in the centre and other programs related to them.

I.C.2. To supervise, mentor and evaluate all staff in the centre, and discipline and mediate where appropriate.

I.C.3. To build a strong, competent, complementary team through team building , the provision of professional development opportunities and timely and regular staff meetings.

I.C.4. To advocate on behalf of staff and children .

I.C.5. To manage and direct the curriculum of the centre ensuring that the programs- reflect diversity in family dynamics, culture, abilities, etc. and the centre philosophy, are age appropriate, safe and nutritionally sound.

I.C.6. To ensure that staff is trained in child abuse protocol, control of infectious diseases, and workplace health and safety procedures.

I.C.7. To consult with health professionals regarding health and developmental issues and initiate interventions are required by external agencies.

I.C.8. To represent licensed operator to staff and liaise.

¹. Quality programs provide stimulation, protection and build relationships.

I.D . Legal and Professional Sanctions:

*the Early Childhood Centre Administrator is responsible to manage the **legal and professional sanctions** relative to staff*

- I.D.1. To ensure that sanctions in the Labour Code and Act are being met.
- I.D.2. To ensure that sanctions in the Child Welfare Act are being met.
- I.D.3. To ensure that sanctions in the Day Care Act are being met.
- I.D.4. To ensure that sanctions in the Child Care Practitioners Code of Ethics are being met.
- I.D.5. To ensure that malpractice liability insurance requirements are being met.
- I.D.6. To ensure all documentation required by law and professional sanctions is being kept and secured.
- I.D.7. To ensure that sanctions in the Occupational Health and Safety Code are being met.
- I.D.8. To ensure that Criminal Reference Check Legislation is followed, where required by law.

I.E. Planning:

*the Early Childhood Centre Administrator is responsible to manage the **planning process** relative to staff*

- I.E.1. To ensure that there is relative input to strategic planning from staff regarding program, facility, policies, etc.
- I.E.2. To assess available resources and identified needs for new and existing programs.
- I.E.3. To ensure that curriculum planning is consistent with the program philosophy.
- I.E. 4. To develop, manage and evaluate an operations management plan.
- I.E. 5. To develop a staffing plan that will ensure the delivery of quality child care programs.

I.F. Finances:

*the Early Childhood Centre Administrator is responsible to manage the **finances** as they relate to staff*

- I.F.1. To ensure regular and equitable compensation of staff.
- I.F.2. To order and distribute program materials, resources and supplies.
- I.F.3. To ensure that staff receive all mandatory and negotiated benefits .
- I.F.4. To establish tuition fees that reflect the cost of providing the service.
- I.F.5. To manage petty cash.

II. FAMILIES:

II. A. Systems:

*the Early Childhood Centre Administrator is responsible to manage **systems relative to families***

- II.A.1. to ensure that systems are in place that record and inform parents of antidotal, behavioural, and medical information regarding their child.
- II.A.2. To ensure that systems are in place to document individual children's information regarding medical, behavioural, key events/happenings and unusual incidents.
- II.A.3. To maintain an up to date and efficient wait list of families who are requesting child care services.
- II.A.4. To enroll, orient and discharge children.

II.B. Policy:

*the Early Childhood Centre Administrator is responsible to manage **policies relative to families***

- II.B.1. To develop, manage and provide parents with clearly written policy statements related to program, and payment.
- II.B.2. To develop and manage a wait list policy.
- II.B.3. To develop and manage a confidential information policy.
- II.B.4. To consult with families in revising policies related to them.
- II.B.5. To develop, manage and provide parents with a parent/client policy that includes expectations around medicals, suspected abuse(parent/staff/other), arrival/departure (acceptance/releasing), illness, accident/serious injury, enrollment, orientation, discharge, and nutrition.

II.C. Services/Program/Practices:

*the Early Childhood Centre Administrator is responsible to manage the **services and programs relative to families***

- II.C.1. To ensure regular, effective and timely communication regarding their child's and centre events, activities and plans.
- II.C.2. To liaise with community services and families where and when appropriate.
- II.C.3. To provide parenting resources appropriate and relative to the services the centre provides.
- II.C.4. To ensure programs reflect diversity in family dynamics, culture, abilities, etc.
- II.C.5. To engage families in the programs
- II.C.6. To interpret centre philosophy to parents.

II.D . Legal and Professional Sanctions:

*the Early Childhood Centre Administrator is responsible to manage the **legal and professional sanctions relative to families***

- II.D.1. To ensure that sanctions in the Child Welfare Act are being met.
- II.D.2. To ensure that sanctions in the Day Care Act are being met.
- II.D.3. To ensure that sanctions in the Child Care Practitioners Code of Ethics are being met.
- II.D.4. To ensure all documentation required by law and professional sanctions is being kept and secured.
- II.D.3. To ensure that sanctions in the Freedom of Information Act are being met.

II.E. Planning:

the Early Childhood Centre Administrator is responsible to manage the planning process relative to families

II.E.1. To ensure that there is relative input to strategic planning from families

II.E.2. To conduct annual parent satisfaction evaluations and evaluate the results in a reliable and valid manner.

II.E. 3. To utilize the wait list efficiently and effectively in maintaining enrollment.

II.F. Finances:

*the Early Childhood Centre Administrator is responsible to manage **the finances** as they relate to families*

II.F.1. Manage the processes of issuing invoices in a regular, efficient and effective manner.

II.F.2. Manage the collections process in a regular, efficient and effective manner, providing receipts.

II.F.3. Inform families of the fee structure and notify of changes in a reasonable length of time.

III. LICENSED OPERATOR (OWNERS & BOARDS OF DIRECTORS)

III. A. Systems:

*the Early Childhood Centre Administrator is responsible to manage **systems relate to the licensed operator***

- III.A.1. Ensure that systems are in place for regular and timely status reports for the licensed operator on all aspects of centre management.
- III.A.2. Systems are in place to access the licensed operator as a resource and support.
- III.A.3. Assist the licensed operator in conducting an annual evaluation of the executive director.
- III.A.4. Ensure that systems are in place to archive and maintain historical perspective of the centre and its programs.
- III.A.5. Ensure that systems are in place to manage information and document quality of centre services.

III.B. Policy:

*the Early Childhood Centre Administrator is responsible to manage **policies** relate to the licensed operator*

- III.B.1. Manage the policies laid out in the operations policy manual.
- III.B.2. Carry out the responsibilities outlined in the Early Childhood Centre Administrator's job description.

III.C. Services/Program/Practices:

*the Early Childhood Centre Administrator is responsible to manage the **services and programs** relate to the licensed operator*

- III.C.1. Provide quarterly reports and documentation to the licensed operator.
- III.C.2. Attend and participate in timely and regular management meetings.
- III.C.3. Serve as a resource and support to centre committees.
- III.C.4. Implement policies and procedures established by the Licensed Operator
- III.C.5. Advocate to Licensed Operator regarding program, staff, families and community needs.

III.D . Legal and Professional Sanctions:

*the Early Childhood Centre Administrator is responsible to manage the **legal and professional sanctions** relate to the licensed operator*

- III.D.1. Inform and advise regarding responsibilities relate to sanctions for the licensed operator from the Act governing the Registry of Joint Stocks (incorporation status) and the Day Care Services Act.
- III.D.2. Conduct oneself in an ethical manner as outlined in the NS Practitioners Code of Ethics.

III.E. Planning:

*the Early Childhood Centre Administrator is responsible to manage the **planning process** relate to the licensed operator*

- III.E.1. Identify and represent areas for centre development to the licensed operator.
- III.E.2. Develop operations plan to implement the licensed operator's strategic plan.

III.F. Finances:

*the Early Childhood Centre Administrator is responsible to manage the **finances** as they relate to the licensed operator*

- III.F.1. Develop, monitor, evaluate and adjust annual budget.
- III.F.2. Manage accounts payable.
- III.F.3. Manage accounts receivable and collections.
- III.F.4. Manage the cash flow- deposits, payables, petty cash.

III.F.5. Prepare for annual audit of finances and systems.

III.F.6. Periodic reporting regarding financial status to the licensed operator.

IV. FACILITIES

IV. A. Systems:

*the Early Childhood Centre Administrator is responsible to manage **systems relative to facilities***

IV.A.1. Ensure there is efficient and effective inventory control of all supplies, equipment and materials.

IV.A.2. Ensure that systems are in place for the requisition, repair and replacement of materials and equipment.

IV.A.3. Ensure that systems are in place for the tendering, contracting and leasing of facilities and equipment.

IV.A.4. Ensure that systems are in place to conduct a regular facility review.

IV.A.4. Ensure that systems are in place to maintain security.

IV.B. Policy:

*the Early Childhood Centre Administrator is responsible to manage **policies** relative to facilities*

IV.B.1. Ensure that the program policy contains policies regarding fire, health and program procedures.

IV.B.2. Ensure that policies are in place for tendering, contracting and leasing procedures.

IV.C. Services/Program/Practices:

*the Early Childhood Centre Administrator is responsible to manage the **services and programs** relative to facilities*

IV.C.1. Ensure that the facility is maintained in a clean, safe, efficient, and aesthetically pleasing state.

IV.C.2. Ensure that the design and layout of the space is arranged for efficient and effective operation of the program, including kitchen facilities; outdoor play, washrooms, storage and parking space; office, consultation and staff space; and classroom space.

IV.C.3. Ensure efficient and effective distribution of materials, equipment and supplies.

IV. D . Legal and Professional Sanctions:

*the Early Childhood Centre Administrator is responsible to manage the **legal and professional sanctions** relative to facilities*

IV.D.1. To ensure that sanctions in Zoning laws are being met.

IV.D.2. To ensure that sanctions in Fire, Health and Day Care Act are being met.

IV.D.3. To ensure that all related taxes are paid and sanctions regarding them met.

IV.D.4. To ensure all documentation required by law and professional sanctions is being kept and secured.

IV.D.5. To ensure that periodic risk assessment is conducted, and appropriate insurance coverage in place.

IV.E. Planning:

*the Early Childhood Centre Administrator is responsible to manage the **planning process** relative to facilities*

IV.E.1. Provide input to strategic planning process regarding the facility.

IV.E.2. Develop and periodically review a resource development plan.

IV.E.3. Maintain an additions/upkeep/replacement plan for equipment and facilities.

IV.E.4. Periodically conduct a facilities review and project future needs for the facility.

IV.F. Finances:

*the Early Childhood Centre Administrator is responsible to manage **the finances** as they relate to facilities*

IV.F.1. Purchase services and equipment for the facility.

IV.F.2. Evaluate tenders for materials.

IV.F.4. Prepare job-costing numbers for services provided.

V. COMMUNITY

V. A. Systems:

*the Early Childhood Centre Administrator Is responsible to manage **systems relative to community***

- V.A.1. Ensure that systems are in place for the regular auditing of accounts, systems and programs.
- V.A.2. Ensure that a system is in place to implement a communications plan for projecting an effective public image.
- V.A.3. Ensure that a system is in place for the ongoing marketing of the service to the community.
- V.A.4. Ensure that a system is in place to gather relevant social/political information that will affect the delivery of the service.
- V.A.5. Ensure that a system is in place to assess community needs.
- V.A.5. Ensure that a system is in place to meet licensing standards.

V.B. Policy:

*the Early Childhood Centre Administrator Is responsible to manage the following **policies** relative to community*

- V.B.1. Communications policy.
- V.B.2. Sponsorship Policy.
- V.B.3. Volunteer Policy
- V.B.4. Student Placement Policy
- V.B.5. Grant Policy
- V.B.6. Consult with the community in the revision of related policies.

V.C. Services/Program/Practices:

*the Early Childhood Centre Administrator Is responsible to manage the **services and programs** relative to community*

- V.C.1. Have in place a marketing and analysis strategy that reflects honest best practices in carrying out the centre's philosophy.
- V.C.2. Conduct public awareness and education events and activities regarding child growth and development and the benefits of quality child care services.
- V.C.3. Actively promote quality child care using materials that reflect the centre.
- V.C.4. Advocate on behalf of families, children and the child care profession, establishing partnerships with community services and organizations.
- V.C.5. Utilize volunteers in the program.
- V.C.6. Refer inquiries to appropriate resources within the centre and the community.
- V.C.7. Liaise with community services and organizations regarding the child care service.ss

V.D . Legal and Professional Sanctions:

*the Early Childhood Centre Administrator is responsible to manage the **legal and professional sanctions** in the following acts relative to community*

- V.D.1. Child Welfare Act
- V.D.2. Day Care Act
- V.D.3. Child Care Practitioner Code of Ethics
- V.D.4. Freedom of Information Act
- V.D.5. Criminal Reference check legislation where required.

V.E. Planning:

*the Early Childhood Centre Administrator is responsible to manage the **planning process** relative to community*

V.E.1. Ensure community input into strategic planning.

V.E.2. Develop and maintain resource/service in response to community needs.

V.E.3. Plan and implement fundraising events.

V.F. Finances:

*the Early Childhood Centre Administrator is responsible to manage the **finances** as they relate to community*

V.F.1. Carry out cost effective fundraising events/activities.

V.F.2. Enlist funding/investment partners .

V.F.3. Barter, solicit and secure in kind donations of goods and services.

V.F.4. Deal with financial institutions and funding bodies.