

APPENDIX A:
CHILD CARE ADMINISTRATOR WORK DESCRIPTION
JOB SPECIFICATIONS

I. 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 and ensure that the quality is continuously improved.

II. AUTHORITY & REPORTING RELATIONSHIPS:

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

The Child Care Administrator 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.

III. CHILD CARE ADMINISTRATOR QUALIFICATIONS

The qualifications for a child care administrator may vary from province/territory to province/territory. The Job specifications for education and experience in particular will reflect provincial/territorial contexts. Following are starting points for discussions in achieving consensus.

A. 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.

B. 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.

C. Leadership Skills :

Demonstrate-

1. ability to speak publicly
2. clear and effective written communication
3. clear and effective oral communication
4. effective group skills
5. mature judgment
6. ability to work co-operatively with all people
7. acceptance and respect of individual differences
8. ability to motivate
9. ability to set priorities
10. skills in a variety of decision making techniques
11. negotiating skills

D. Self-Evaluation Skills:

Demonstrates ability to-

1. seek/use help / assistance
2. interpret and apply advice received
3. respond appropriately to constructive criticism

E. Professionalism:

Demonstrates-

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

F. Personal:

1. is articulate
2. is pleasant, caring, sensitive, courteous, trusting
3. is resourceful
4. attends to own physical health & hygiene

G. Technical:

1. competent in the use of computers
2. competent in the development and maintenance of data bases and filing systems

Appendix A:
Child Care Administrator Work Description
 Management Areas Grid

Table of Specifications- Child Care Administrator Management Area Responsibilities (Work Description)

Practice → Relationships ↓	A.Systems	B.Policy	C.Services & Programs	D.Legal/ Professional Sanctions	E.Planning	F.Finances
<i>I.Staff</i>	1.Medicals 2.Compensation- salary scales, payroll 3.Recruitment 4.Hiring 5.Termination 6.Scheduling 7.Evaluation 8.Record, store & secure personnel information. 9.Record & store anecdotal behavioural and medical information regarding children 10.Orientation 11.Professional development 12.Rewards and recognition 13.Communication 14.Evaluate and document program effectiveness	1.Personnel 2.Program- outing, discipline, philosophy, curriculum etc. 3.Procedural guidelines re health, safety, emergency, including medications, serious incident, accident 4.Confidential information policy 5.Job descriptions 6.Anti Bias 7.Parent - staff 8.Evaluation 9.Accepting and releasing children 10.Benefits 11.Criminal / child abuse registry checks	1.Resources 2.Team building-professional development, coaching 3.Supervision- mentoring, evaluation, discipline, mediation 4.Advocacy 5.Curriculum development a) programs respect diversity in family dynamics, culture, abilities, etc. ; b) Reflect centre philosophy; d) Ensure materials and resources are age appropriate e) Ensure adherence to safety procedures f) Ensure nutritional needs are met 6.Ensure adequate resources are available to implement quality programming (stimulation, protection & building relationships)	1.Labour Act 2.Child Welfare Act 3.Day Care Act 4.Insurance- malpractice liability 5.Documentation 6.Child Care Practitioners Code of Ethics 7.Criminal Reference Check legislation ¹ 8.Health Act	1.Input to strategic planning from staff re program, facility, policy etc. 2.Assess available resources and identified needs for new & existing programs 3.Curriculum planning consistent with program philosophy 4.Operations / management plan 5.Staffing plan	1.Payroll 2.Purchasing program materials, resources and supplies 3.Enrollment/ attendance 4.Petty cash
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¹. Where required by law.

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<i>I. Staff ... continued</i>	15.Ensure an adequate supply of qualified substitutes 16.Decision making with clear lines of responsibility		7.Consults with health professionals regarding health and developmental issues and initiate interventions as required by external agencies ¹ 8.Timely and regular staff meetings 9.Represent licensed operator to staff and liaise 10.Trains staff in child abuse protocol, control of infectious diseases and workplace health and safety procedures			

¹. Grant MacEwan Community College, Early Childhood Administrator, Occupational Analysis and Validation Survey Results, 1992, GMCC: Edmonton, 1992

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<i>II. Families</i>	1.Recording & informing parents of information regarding children- anecdotal, developmental 2.Documentation- medical , behavioural, key events/happenings, unusual incidents, information regarding children 3.Wait list maintenance and cultivation 4.Enrollment, orientation & discharge	1.Program policy 2.Payment policy 3.Parent/client policy- a)Medical b)Suspected child abuse (parent/ other/ staff) c)Arrival/Departure (acceptance/ releasing) d)Ill child e)Accident/serious incident f)Enrollment g)Orientation h)Discharge i)Nutrition 4.Wait List policy 5.Confidential information Policy 6.Parents role in the centre	1.Regular and timely communication re children & centre events, activities and plans 2.Liaison with community services and families where appropriate 3.Parenting resources 4.Programs respect diversity in family dynamics, culture etc. 5.Engage parents in program 6.Interprets centre philosophy to parents	1.Day Care Act 2.Child Welfare Act 3.Documentation 4.Child Care Practitioners Code of Ethics 5.Freedom of Information Act	1.Input to strategic planning by families 2.Client satisfaction evaluation 3.Wait list	1.Invoicing 2.Collections 3.Fee structure 4.Receipts

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<i>III. Licensed Operator- Owners /Boards of Directors</i>	1.Regular & timely status reports on all aspects of centre management to the Licensed Operator 2.Access licensed operator as a resource and support 3.Evaluated annually by Licensed Operator 4.Archives and maintains historical perspective of centre and its programs 5.Systems to manage information and document quality of centre services 6.Handle Correspondence	1.Operations Policy Manual 2.Job description	1.Quarterly reports and documentation 2.Timely & regular management meetings 3.Serve as a resource & support to centre committees and licensed operator 4.Advocacy 5. Implement policies and procedures established by the Licensed Operator (Owners/Boards)	1.Registry of Joint Stocks (Incorporation) 2.Child Care Practitioners Code of Ethics 3.Day Care Services Act	1.Identify and represent areas for centre development to Licensed Operator 2.Develop operations plan to implement Licensed Operator's strategic plan	1.Budget-develop, monitor evaluate & adjust 2.Accounts Payable 3.Accounts Receivable 4.Cash flow- deposits, payables, petty cash 5.Audit 6.Reporting financial status to licensed operator

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<i>IV.Facility</i>	1.Inventory control 2.Requisition, repair, replacement of materials and equipment 3.Contracting 4.Leases 5.Security 6 Optimal space usage	1.Program policy re fire, health, safety & program procedures 2.Facility review 3.Contracting 4.Leases	1.Maintenance 2.Design 3.Layout 4.Outdoor space 5.Office space 6.Consultation space for private meetings 7.Kitchen Facilities 8.Classrooms 9.Distribution of materials, equipment & supplies 10.Washrooms 11.Meeting with authorities regarding the facility as required 12.Ensure that the environment is healthy and safe for all who are involved in the centre	1.Fire, Health, Day Care Acts 2.Zoning Laws 3.Taxes 4.Commercial Assessments 5.Insurance / Risk Management 6.Documentation	1.Input to strategic planning regarding facility 2.Resource development planning 3.Upkeep / replacement / additions plan 4.Review and project future needs for facility	1.Purchasing services, equipment for facilities 2.Tendering 3.Job costing

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<i>V.Community</i>	1.Regular audits of systems, programs, accounts 2.Communications plan for projecting an effective public image 3.Marketing 4.Gather relevant Social/political information that will affect the centre 5.Assessment of community needs 6. Licensing	1.Communications policy 2.Sponsorship policy 3.Volunteer policy 4.Student placement policy 5.Grant policy 6.Community Involvement 7.Licensing	1.Marketing & analysis strategy that reflects honest best practices in carrying out the centre's philosophy 2.Public education & awareness of child growth & development & benefits of child care services 3.Promotion of quality child care 4.Referral 5.Volunteer 6.Advocacy 7. Develop materials to promote the centre 8.Establish partnerships with community services/ organizations 9. Liaison with Community Services / Organizations regarding the child care service	1.Child Welfare Act 2.Day Care Act 3.Code of Ethics 4.Freedom of Information Act 5.Criminal Reference Check legislation where required	1.Community input to strategic planning 2.Resource/ service development in response to community needs 3.Fundraising	1.Fundraising 2.Funding/ investment partners 3.In kind donations 4.Deal with financial institutions and funding bodies