

Manager of Child Care

Job description



Position Summary

The Manager of Child Care is responsible for the supervision, management, and operations of School District operated Child Care Programs. The Manager of Child Care is responsible for three primary areas: Quality Assurance, Partnerships and Engagement, and Operations. This involves implementation and effective management of School District Child Care programs as well as the overall planning, development, implementation, and supervision of age-appropriate activities that promote cognitive, physical, social, and emotional development according to the District's Strategic Plan, Licensing Regulations, the BC Inclusive Child Care Strategy, and the BC Early Learning Framework.

Duties and responsibilities

- Support the expansion of child care on school grounds programs
- Support and participate in yearly reviews of child care programs operated by the District
- Coordinate and collaborate with Interior Health Authority to apply for licensing and ongoing support with inspections from Licensing
- Act as the overall 'program manager' for District operated school-age child care programs
- Supervise Child Care Educators (CCEs) working in District child care programs
- Work with District Secretary of ELCC to cover staff shortages in child care programs
- Complete the monthly Child Care Operating Funding/Child Care Fee Reduction Initiative (CCOF/CCFRI), Affordable Child Care Benefit (ACCB) reports for the Ministry
- Build strong relationships with children, parents, and caregivers through ongoing, effective communication
- Support program open-houses and family engagement sessions
- Identify, recommend, and co-develop action plans regarding potential partnership opportunities to support child care on school grounds
- Support the goals of the BC Inclusive Child Care Strategy and the vision of the BC Early Learning Framework
- Liaise with third-party child care providers operating on school grounds and our local Child Care Resource and Referral Centre (CCRR)
- Work with community early learning partners in collaboration with District Principal and Vice Principal
- Other duties, as required

Focused Responsibilities for the Child Care Manager

- Manage the efficient and effective day-to-day operation of assigned child care programs
- Ensure casual staff replacements are effectively utilized and/or help to cover staff absences should a suitable and timely replacement not be found
- Ensure that facilities and programming are safe for children and respect the rights of all children

- Prepare and maintain complete accurate financial records and apply effective budget management practices
- Establish good working relationships and collaborative arrangements with early learning community groups, support agencies, licensing bodies and organizations as well as District staff
- Work with the District Principal and Vice Principal of Early Learning and Child Care to assist with hiring, training and ongoing professional learning of staff members, as required
- Conduct regular staff meetings
- Annually review existing policies and procedures and recommend changes, as appropriate
- Support the goals of the BC Inclusive Child Care Strategy and the implementation of the BC Early Learning Framework
- Consult with other agencies, professionals, community support services, and Early Intervention Services as required.

Education, Experience and Skills

- A diploma in Early Childhood Education or a degree in a related field
- Specialized ECE certificate (including ITE or SNE)
- Current registration with the BC Early Childhood Educators if ECE qualified
- Minimum 5 years' experience in early childhood education and/or school-age child care
- Demonstrated ability to lead and support inclusive practices in child care settings
- Experience in a K-12 educational setting
- Demonstrated understanding of the BC Early Learning Framework and child care licensing regulations
- Experience managing child care centres
- Experience with licensing agencies and reporting requirements (CCOF/CCFRI/ACCB/MCCB)
- Demonstrated ability in leading and supervising staff
- Demonstrated superior organizational, leadership, and communication skills
- Proficient with computer programs used by the district including Microsoft Office Suite of products and Lillio software (or similar registration software)
- Understanding of basic accounting and financial functions, including budget management
- Valid BC Driver's License [In district travel will require a reliable personal vehicle]
- Valid First Aid certificate as required by Child Care Licensing
- Must maintain a Satisfactory Criminal Records Check