

# Manager of Child Care

Job description



## Position Summary

The Manager of Child Care is responsible for the supervision, management, and operation of School District child care programs. The role is focused on three core areas: Quality Assurance, Partnerships and Engagement, and Operations. This includes supporting the implementation and ongoing management of programs, ensuring strong supervision and support of staff, and maintaining high-quality programming aligned with 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 Early Childhood Educators (ECEs), Early Childhood Educator Assistants (ECE-As), and Child Care Educators (CCEs) working in District early learning and licensed 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
- Other duties, as required

## Focused Responsibilities for the Manager of Child Care

- 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 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 child care management 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