

## Job Description

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<b>Job Title:</b>	Director, Early Childhood Education Centre
<b>Department:</b>	Psychology
<b>Reports To:</b>	Administrative Officer, Psychology
<b>Jobs Reporting:</b>	ECEC Administrative Assistant, ECEC Preschool Teacher, ECEC Preschool Teaching Assistant
<b>Salary Grade:</b>	TBD
<b>Effective Date:</b>	October 2020

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### **Primary Purpose**

The Early Childhood Education Centre (ECEC) is a licensed child care centre under the Ministry of Education and has two main mandates: provision of preschool programs and experiential learning through research, course assignments and student placements.

The Director is responsible for all aspects of the operation of the ECEC including daily administration of the children's program, financial management, human resources, research co-ordination, curriculum directions and student placements.

This position involves a significant responsibility to provide a high quality, developmentally appropriate program to young children and their families with attention to complex regulations.

The Director facilitates research for students and faculty from the Department of Psychology and provides experiential opportunities in the form of MAsc Internships, course assignment observations and volunteer opportunities for University students at the Graduate and Undergraduate levels.

### **Key Accountabilities**

#### **Strategic Direction and Leadership**

- Facilitates strategic growth and development of the program using data, sector directions and community collaboration in a cycle of ongoing quality assurance.
- Responsible to plan, implement and facilitate short and long term operational plans for the ECEC
- Plans marketing for the ECEC program and monitors its visibility in the community
- Leads the program curriculum directions implemented by educators
- Initiates new partnerships within the department and across campus to provide support within the ECEC for University directions
- Fully responsible for special projects as they arise such as revamping of program directions to respond to new learnings in the early childhood sector
- Provides direct leadership including coaching, support, task assignment, in the moment feedback and encouragement to ECEC team members
- Collaborates with the Administrative Officer of Psychology to inform them of ECEC directions and issues, to seek input and to identify ways the ECEC can support the work of the department.
- Carries out evaluation of the program in the form of surveys, environmental assessment tools and inspections by outside agencies and then utilizes that information to set strategic goals and directions annually.
- Guides the ECEC team in setting annual individual and centre goals and provides support in training, process development and research to ensure progress on identified goals.

- Creates, updates and monitors all policies and procedures for the ECEC with special attention to policies related to Criminal Reference Checks, Behaviour Management, Child Abuse, Confidentiality, Privacy of Information, Serious Occurrences and Emergency Situations. These policies must meet the requirements of the Ministry of Education under the Early Years Act, Public Health requirements, Fire regulations, University of Waterloo policies and the College of ECE professional principles.

### **Financial Management and Oversight**

- Responsible for ECEC annual budget and monitoring expenses and revenues throughout the year adjusting accordingly to maintain a positive fiscal position.
- Maps out short and long term financial goals to support the operation of the ECEC.
- Seeks funding opportunities in the form of grants to support the program and completes applications, grant reconciliations and reports.
- Provides decisions regarding income, expenses, transfers and corrections related to the finances of the ECEC.
- Manages a parent fee collection system in consultation with UW Finance and determines the parent fee schedule based on comparable community programs and the need to generate revenue to meet budget targets.
- Establishes and maintains financial processes and systems within the ECEC to ensure accuracy and consistency in record keeping.
- Implements and monitors financial controls following UW policies.
- Co-ordinates and approves all purchasing on behalf of the ECEC.

### **Human Resources**

- Responsible for recruitment of staff with very specific skill sets for various positions.
- Carries out the orientation, training, evaluation and retention of all ECEC staff and casual employees.
- Directly supervises and manages the workload of all ECEC staff members with essential monitoring processes mandated by the Ministry of Education for licensed child care programs.
- Manages the scheduling of all staff to maintain the legal teacher/child ratio mandated
- Provides a collaborative framework for ECEC team members to meet regularly, to offer input and participate in the decision-making process.
- Manages the annual performance review process, reviewing position descriptions as required and checking in with staff on goals throughout the year.
- Approves, monitors and schedules staff absences, to ensure proper coverage at all times
- Sources, funds and provides ongoing professional development to staff for required qualifications and new skills to maintain an innovative and top quality program.
- Ensures effective communication systems are in place for all staff, students and volunteers.
- Evaluates students and volunteers using the specific formats and forms required by each school or agency.
- Responsible to ensure all staff, students and volunteers are fully trained on ECEC policies and procedures as per the Ministry of Education regulations, Public Health guidelines and Waterloo Fire Regulations to ensure safety of all children.
- Required to carry out regular, documented monitoring of all staff, students and volunteers for compliance with policies and procedures.

### **Experiential Learning and Research**

- Provides opportunities for University students to participate in experiential learning with young children through program internships, research projects, class assignments and volunteering.
- Recruits, orients and monitors MASc Interns, ECE students, University student volunteers according to the Ministry of Education requirements.

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- Establishes a cooperative relationship with research Faculty members and acts as a resource to them
- Provides a process, detailed policies and a suitable facility for research activity, guiding researchers through conducting their projects successfully in the ECEC.
- Responds to the diverse needs of various groups wishing to conduct research and is prepared and informed in order to facilitate research of different kinds and at different levels.
- Co-ordinates research projects involving individual children or groups of children and actively supports research from Psychology and other areas on campus.
- Approves, schedules and monitors research activity carried out in the ECEC including verifying ethics approval, parent approval and cooperation of teaching staff.
- Facilitates open communication related to research projects between researchers, teaching staff, volunteers and parents.

### **Administration**

- Provides overall direction for all aspects of operating the ECEC as a licensed child care facility
- Responsible for securing enrollment in the ECEC by maintaining an online wait list, providing information to interested parents and by maintaining a top quality program that is attractive to the community
- Responsible for the generation and execution of all publicity for the ECEC.
- Supervises the planning, implementation and evaluation of a developmentally appropriate program for children 2 ½ - 5 years of age in a half day format with children attending various days of the week for a total of 5 different class groupings.
- Identifies special needs of individual children in consultation with teaching staff and seeks assistance from community agencies for the child, family and teachers.
- Creates individual medical and support plans for children with complex medical or developmental needs
- Stays abreast of current research, philosophies and practices employed in the field in order to evaluate their relevance to the ECEC program and implement those suitable to our setting and needs.
- Ensures relationship building is an integral piece of all aspects of the work of the ECEC to ensure all parties feel welcomed and a sense of belonging in the ECEC community.
- Helps facilitate change for staff, researchers, children and families.
- Ensures all licensing requirements under the Early Years Act are met and that the ECEC is in full compliance with the local by-laws, Public Health and Fire Department requirements.
- Responsible to maintain a healthy environment for all who enter the ECEC using daily indoor and outdoor checks, strict adherence to health policies related to illness, safe food handling procedures, immunization, medication and accident management.
- Implements strict security controls for access to the secure ECEC space. Responsible for programming security fobs, approving access permissions, being on top of family custody issues and training staff accordingly.
- Responsible to provide an exemplary service to parents and children through ongoing daily communication, newsletters, hosting parent events, scheduling parent conferences, providing community connections with community resources and addressing parent concerns.
- Called upon to manage challenging situations with parents, children, staff, students or community members with supportive strategies to diffuse the situation and with a focus on problem solving.
- At times is needed to work in the classroom with children and teachers to support proper teacher/child ratios, to support children with special needs and to provide coaching to educators and students.

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- Commits to ongoing professional learning through reading, conferences, reflective practice sessions and collaboration with colleagues.

### **Facilities Operations and Equipment Management**

- Responsible for ECEC space to ensure it meets all regulations for a licensed child care centre.
- Monitors health and safety of ECEC space for children, students, visitors and staff and acts on any issues that arise.
- Co-ordinates any renovations or maintenance needed within the ECEC secure space around the children's program with emphasis on design and details for functionality with children.
- Secures Ministry of Education approvals for any renovations or modifications to the ECEC physical space.

### **Community Outreach**

- Establishes and maintains relationships with agencies that support children and with other professionals in the community such as speech pathologists, resource consultants, physicians and school board personnel.
- Exercises careful consideration to upholding the exemplary reputation of the University of Waterloo when carrying out all aspects of the ECEC program.
- Works closely with the Region of Waterloo, Children's Services Department to secure funding, follow their regulations and to provide community consultation on Regional directions.
- Increases the professional profile of the ECEC in the larger community by participating in community advisory committees, attending relevant conferences and child care related events.
- Maintains memberships and connections with professional organizations including the Waterloo Region Child Care Network, Children and Youth Planning Table, KidsAbility, K-W Habilitation Services, Ontario Reggio Association, College of Early Childhood Educators of Ontario and Lab School Associations.
- Provides connections to parents with resources in the community.
- Hosts Early Childhood professionals and other educators in collaboration sessions in the ECEC for their professional growth and development with a goal of assisting the profession in increasing its quality overall.
- Provides support to the Dean of Arts office with visits to the ECEC to showcase strengths of the Arts program at the University of Waterloo.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Bachelor Degree in Early Childhood Education or a related discipline and specialization in Early Childhood Education.
- Must be a Registered ECE with the College of ECE of Ontario.
- Must provide a clear, current Vulnerable Sector Police Check.
- Must have current Standard First Aid Certificate and CPR for babies, children and adults Certification.
- Must have a current Safe Food Handling Certificate.

### **Experience**

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- 5 years experience working in a licensed child care program, with a minimum of 2 years supervisory experience.
- Experience in a leadership role including management of people, performance appraisal, coaching and mentoring.
- Experience with financial management and budget monitoring.
- Experience working in a play based classroom with preschool aged children.
- Experience in identifying and supporting children with special needs.
- Experience with the Ministry of Education on line Child Care Licensing System and must have the ability to use that system to renew a license, report a serious occurrence and complete all Ministry required reports.
- Experience with the Region of Waterloo on line wait list system called OneList.
- Experience accessing the Region of Waterloo Children's Services Portal to complete all required regional reporting and funding tasks.
- Experience completing Child Care Subsidy reports with the Region of Waterloo.
- Experience applying for Enhanced Staffing and submitting monthly reports to K-W Habilitation Services.
- Experience with writing grant applications, complying with the grant requirements and final grant reconciliation reports.

### **Knowledge/Skills/Abilities**

- This position requires full knowledge of the Ministry of Education regulations for a licensed child care centre under the Early Years Act.
- Clear understanding of Public Health and Fire Department regulations for a child care centre
- Full understanding of the Reggio Emilia Approach to early education, Emergent Curriculum and the Ministry document "How Does Learning Happen?" as the base for the ECEC program.
- Well developed interpersonal skills including diplomacy, confidentiality and good judgement as well as the ability to tailor a message to the audience from children through to adults.
- Able to foster a cooperative, supportive and collaborative work environment.
- Able to multi-task, manage concurrent tasks and problems with the ability to assess, analyze and resolve issues.
- Excellent organizational skills, time management and attention to detail required.
- Able to prioritize and make decisions in a fast paced environment.
- The Director must be able to evaluate everything from the small details to the big picture vision.
- Excellent written and oral communication skills that meet the needs of the many audiences (children, parents, staff, students, community agencies).
- Able to navigate successfully through conflict resolution situations.
- Able to facilitate team meetings, guide discussions, consider input and support team members in coming to common directions.
- Able to show initiative, work independently and be resourceful to solve problems.
- Competent with computer technology using Microsoft Office and Apple platforms such as MS Teams, Outlook, Power Point, Excel, Word, imovie and familiar with digital cameras and tablets.

### **Nature and Scope**

- **Contacts:** Internally the Director works closely with the ECEC Administrative Assistant and all preschool teaching staff. Primary liaison with government, the public, numerous internal and external partners, faculty and staff. Daily contact with community families in person, by phone and email. Participates in un-announced inspections by Ministry of Education Program Advisors, Region of Waterloo Public Health Inspectors and Waterloo Fire Department Inspectors. Collaborates with the following community partners: K-W habilitation Services, KidsAbility, Region of Waterloo, Conestoga

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College, Ministry of Education, School Boards, College of Early Childhood Educators of Ontario, Waterloo Region Child Care Network, Directors of other University and College Lab Schools, private speech pathologists, occupational therapists and physicians.

- **Level of Responsibility:** This position is responsible for ensuring the Early Childhood Education Centre meets all federal, provincial and regional legislation as well as follows the professional expectations under the College of Early Childhood Educators of Ontario. The director is responsible to ensure all required policies are followed using a formal monitoring process and non-compliances are addressed quickly and effectively to restore full compliance. This involves responsibility for permanent staff, casual staff, students on placement, volunteers and community agency personnel. The Director is responsible for the protection of confidential information such as children's and parent's information, Vulnerable Sector Police checks, Child Abuse and Neglect reporting, human resource files and financial information. This position involves significant responsibility for the overall health, safety and developmental growth of a vulnerable population of young children. With significant connection to the larger community beyond the University there is significant responsibility to represent the University in a professional and appropriate manner at all times in order to protect the reputation of the University.
- **Decision-Making Authority:** The Director gathers information from legislative bodies, consults with ECEC staff members, seeks info from other community partners and uses that data to make informed decisions. The Director is responsible for financial, human resource, children's program direction, policy and procedure decisions. This position is expected to solve problems brought forward by ECEC team members, parents, community partners. The Director is expected to set the vision for the Centre and to further work that supports that direction.
- **Physical and Sensory Demands:** The incumbent must be able to perform in a fast-paced and varied environment that includes distractions and interruptions. When the Director is in program with children, they must be able to get down to the children's level by bending, kneeling and sitting on the floor. At times the Director will be required to bend/stretch, lift and carry objects such as young children, blocks, and program supplies. The noise level can be elevated in the classroom with children and activities. When the Director is not in the children's space the environment is a regular office situation with reasonable sound levels.
- **Working Environment:** The Director has an individual office but is required to spend time in the ECEC front office and other locations within the preschool. There are many distractions and interruptions as the Director often has immediate tasks that suddenly take priority over others. There are some predictable deadlines but often very short deadlines arise from outside agencies or internal partners that may require irregular hours or overtime. This position has an overall heavy workload often resulting in working overtime hours. Most work will be carried out in an office environment but there are times the Director will need to be in the children's program space which requires the Director to adapt to child sized furniture and the outdoor weather on the playground in all seasons. There is some exposure to disagreeable situations/conditions when a child is ill or has a washroom accident. Some evening and weekend work is required for ongoing professional development and to host ECEC family and community events. Due to the school year format of the ECEC children's program there are some times that it is not suitable for the Director to take vacation.