

Executive Director

Little Lambs Daycare – Strathroy, ON



Job Description:

The executive director is appointed and hired by the Board of Directors as the principle executor of all Little Lambs Daycare policies concerning administration, operations, and programming. The Executive Director is responsible for the coordination, supervision, and implementation of all aspects of the operation of the daycare, under the direction and supervision of the Board of Directors.

Qualifications:

- Minimum of 2-year Early Childhood Education Diploma or equivalent and a member in good standing with the College of Early Childhood Educators.
- Minimum of 3-5 years experience working with children and supporting families.
- Priority given to candidates with Child Care Administration Certificate or equivalent.
- Management experience an asset.
- Experience with computer software.
- Thorough knowledge and application of The Child Care and Early Years Act, the How Does Learning Happen? Document, and the Ontario Early Learning Framework.
- Current First Aid and CPR with infant and Toddler (C) required.
- Experience in program planning for children birth to age 12.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to set priorities to meet the multiple demands of the position.
- Ability to safeguard confidential information.
- Able to deal effectively with situations with parents or caregivers as they arise in a comfortable and nonthreatening, nonjudgmental manner.
- Confident and consistent decision making skills based on known rules and in accordance with policies.
- Be available for staff during various hours in addition to the regular 40 hour work week.
- Establish collaborative working relationships and service protocols with colleagues and community agencies to support the provision of early learning programs.
- Able to use a variety of teaching techniques including modeling, observing, questioning and demonstrating that supports the age, developmental level and cultural background of the child.
- Acts as a role model for parents and caregivers following Emergent Curriculum, How Does Learning Happen? and the Early Learning for Every Child Today document.

Responsibilities:

- Manages the daily operation of the centre in compliance with the Provincial Regulations and with the policies established by the centre's board of directors.
- Adheres to all policies of the Little Lambs Daycare Centre as set out in the Policy and Procedure Manual and sign off on all policies that are applicable to the position.

- Seeks out appropriate hires, supervises and schedules staff as necessary and assigns program responsibilities.
- Ensures staff and program complies with The Child Care and Early Years Act, as well as internal policies and procedures.
- Works in collaboration with the Curriculum Mentors and Early Childhood Educators to plan and deliver early learning programs.
- Directly supervise and manage staff, students and volunteers and conduct regular performance appraisals.
- Keeps all applications, licenses and policies up to date.
- Schedules sufficient staffing of the centre to meet ratio requirements at all times.
- Maintains and updates all relevant records related to employee and family files.
- Maintain confidentiality of all information related to the program's children, parents, families and caregivers.
- Tours prospective parents and provide a parent information package with a clear statement of all center policies at the time of registration.
- Engages in on-going professional learning opportunities to support and promote quality within the program.

Please submit resume with cover letter and references to LittleLambsBD@gmail.com by **July 31, 2018**. Only those selected for an interview will be contacted.