

# JOB DESCRIPTION

## Executive Director

**Reports to: Board of Directors**

### **POSITION MANDATE/JOB SUMMARY:**

The Executive Director is responsible for the successful leadership, overall management, and operations of the organization according to the strategic direction, and policies set by the Board of Directors. The Executive Director is responsible for policy implementation and effective management of The Family Place Child Care and all its programs.

The Executive Director is responsible for the overall planning, development, and implementation of age-appropriate programs to enhance the cognitive, physical, social, and emotional development according to *Organization's* program statement and philosophy and the Child Care Early Years Act, using Early Learning for Every Child Today (ELECT), How Does Learning Happen? Quality First and Public Health Guidelines

The Executive Director represents the organization to the greater community to further partnerships, advocacy objectives, programming initiative and community partnership goals.

### **SUPERVISORY RESPONSIBILITIES & LEVEL OF AUTHORITY:**

The Board of Directors delegates responsibility and authority for management functions to the Executive Director to act on the Board's behalf as the employer to;

- Manage and make decisions on the day-to-day operations for the organization
- Recruits, hires, supervises, and develops competent employees, and releases incompetent employees
- Assist and advise the Board on compliance requirements and operating the organization
- Implement all policies adopted by the Board
- Recommend appropriate policy issues for the Board's attention
- Service as the CEO of the organization

The Executive Director is responsible for ensuring that the organization is operated in compliance with the Child Care and Early Years Act, Municipal Regulatory Bodies,

Public Health Department, the Occupational Health and Safety Act, the Fire Department, the Employment Standards Act and other mandated legislative requirements

The Executive Director is responsible for making decisions regarding the strategic and operational needs for employees, programs, execution, and the expansion of the organization's mission and pedagogical philosophies

**INTERNAL RELATIONSHIPS:** Employees, placement students, volunteers  
Board of Directors  
Clients (families & children)

**EXTERNAL RELATIONSHIPS:** Ministry of Education Licensing Advisor  
Municipal/Regional Children's Services Consultant  
Local Public Health  
Other Provincial & Municipal Governments, Child Care Community

## **PRIORITY FUNCTIONS**

- Support the Board of Directors through open and frequent communication
- Responsible for the day-to-day operations of the organization in consultation with the Board
- Ensure the effective management of human resources directly related to hiring, supervision, evaluations, disciplinary action and dismissal of all employees in conjunction with the President on the Board of Directors

## **SPECIFIC DUTIES & RESPONSIBILITIES**

The job duties and responsibilities for the Executive Director include but are not limited to the following and any other duties delegated by the Board of Directors.

## **LEADERSHIP**

- Works in collaboration with employees, and relevant licensing bodies and community agencies to accomplish the objectives of the organization
- Encourages team-building by facilitating open communication and positive working relationships with employees
- Administers and directs the complete day-to-day operations of the organization
- Directs the employee's implementation of policies and procedures
- Directly oversee all employees to ensure everyone can work effectively as individuals and as a team to meet the goals of the organization

- Establishes follow-up mechanisms for the organization
- Ensures the organization complies with all Provincial legal requirements (Child Care & Early Years Act, Employment Standards Act, Occupational Health & Safety, Human Rights, Accessibility for Ontarians with Disabilities Act, Bill 132 (Sexual Violence & Harassment Action Plan Act)
- Maintain a professional appearance at all times, assume responsibility for your own actions and behaviour at work. P35 Dress Code Policy, P36 Substance Abuse Policy, P21 Staff Issues of Concern

## **BOARD RELATIONS OR OWNER RELATIONS**

- Assist the Board of Directors to develop a vision and strategic plan to guide the organization
- Attends Board Meetings
- Works with the Board Secretary to ensure that the agenda are distributed
- Identify, assess and inform the Board of Directors of any internal or external issues that affect the organization.
- Ensures that the Board is kept up to date on all relevant changes in legislation and licensing requirements (provides summary reports after organizational inspections)
- Arranges training or the purchase of goods to ensure compliance with all requirements
- Provides consultation to the Board if new policies are required
- Provides a monthly report on the operations of the organization for Board meetings
- Acts as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Conducts official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Implements policies on behalf of the Board
- Assists the Board of Directors in obtaining Board orientation/ training annually to ensure best practices.

## **POLICY MANAGEMENT**

- Review and revise existing policies and procedures as required
- Develop new policies and procedures where required under the Child Care & Early Years Act, ELECT document, How Does Learning Happen?, Municipal requirements, Occupational Health & Safety, Public Health, Operations etc.

- Communicate new policies and procedures to employees, provide training where required
- Directs the employee's implementation of required policies
- Monitor policies and procedures for effectiveness and compliance
- Ensures regular amendments when required to Employment Policies, Employee handbook, Operational Manual etc.

## **HUMAN RESOURCE MANAGEMENT**

### **HIRING AUTHORITY**

- Determine staffing needs, recruits, hires, and releases employees based on the organization's personnel policies approved by the Board of Directors
- Oversee the implementation of the Organization's Human Resources policies, procedures and practices including the development of accurate job descriptions for all employees.
- Responsible for and ensure that the organization's recruitment interview and selection policies and procedures are followed.
- Ensure that all hiring procedures and practices are compliant with the current Ontario Human Rights Legislation, the Ontario Employment Standards Act, and the Integrated Accessible Standard Regulation (AODA).
- Administer employee salary increases based on the organization's personnel policy guidelines and budget
- Inform the Board of any gaps in the hiring process and work with the Board to create a hiring protocol
- Ensure that all newly hired employees complete all paper work, provide a satisfactory Police Vulnerable Sector Check, and receives an orientation and any required training prior to commencing employment with the organization.
- Monitor and evaluate new employees prior to the completion of his/her probationary period.

### **MANAGEMENT OF EMPLOYEES**

- Maintain accurate and up to date employee records in a safe confidential manner.
- Ensure that all employees sign-off on key policies annually (code of conduct, confidentiality, status and standing, workplace harassment, CCEYA policies etc.)
- Delegates responsibilities to the Supervisors at both centres
- Adheres to all legislative requirements outlined in AODA and the current Ontario Human Rights Code when dealing with accommodation requests from employees

- Implement a performance management process for all employees which includes monitoring performance of Supervisors on an on-going basis and conducting an annual performance review.
- Train, coach and mentor employees as appropriate to improve performance
- Supports and encourages employee initiatives
- Sets clear, results-oriented goals, with realistic and measurable outcomes
- Observes and evaluates ongoing employee performance, specifically Supervisors
- Address performance issues, concerns, and discipline employees when required.
- Resolve employee-related issues or problems as they arise
- Responds to and effectively manage complaints related to harassment in the workplace
- Facilitate conflict resolution and complaint procedure regarding employees and clients
- Maintain appropriate documentation and records of all evaluations, disciplinary and coaching /mentoring discussions
- Consult with the President on the Board regarding any significant concerns regarding employee performance or behaviour.
- Conduct staff meetings, joint and centre separate as required throughout the year
- Ensure employees are aware of any new legislative requirements and that the appropriate training is provided
- Document all staff meetings and training workshops provided by the organization.
- Provide professional development opportunities for all employees either in the centre or through attendance at seminars, workshops, webinars and courses.

## **OPERATIONAL PLANNING AND MANAGEMENT**

- Ensure that the operation of the organization meets the expectations of its clients and the Board
- Review and analyze reports and records related to the operation and delivery of services
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies
- Review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client and volunteer files are securely stored, and privacy/confidentiality is maintained

- Maintain employee files

## **FINANCIAL MANAGEMENT**

- Oversee the financial viability of the organization through budget management in the areas of fee collection, invoicing, for purchase of services, monthly child care fees, and balancing revenue and expenditures
- Manage accounts receivable and accounts payable reporting to the Treasurer/Board with respect to monthly cash flow
- Formulate the annual operating budget with the Treasurer/Board according to municipal/regional/provincial funding guidelines to submit to the Board of Directors for approval
- Implement's the Board's policies for the allocation and distribution of resources
- Administers the finances of the organization according to the budget approved by the Board
- Ensures the programs operate within the budgetary parameters established
- Submit the annual budget to the Region and Auditor
- Purchase services, supplies, and equipment as needed within the budget guidelines
- If circumstances cause the budget to exceed or create potential for the budget to be exceeded, plan along with the Treasurer implementation of cost reduction measures or arrange for increased funding from other sources.
- Ensure that fraud awareness practices are implemented at all times
- Develop sound bookkeeping and accounting procedure and ensure they are followed
- Prepare and maintain complete accurate financial records, including accounts payable, fee statements, receipts, petty cash, bank statements, bank deposits,
- Adhere to the policies and procedures to deal with clients who are in arrears, paying late fees, etc.
- Complete all financial documentation required by funding bodies
- Ensure timely payments of all Accounts Payable
- Monitor and pursue alternate funding as appropriate opportunities are identified
- Monitor current sector salary scales to ensure that the organization remains competitive
- Works with the auditor to ensure the timely preparation of all financial statements and tax returns.
- Review income and expense and budget status with the Treasurer/
- Work with the auditor to ensure records are complete and accurate
- Advise the Finance committee of the Board

## **ADMINISTRATIVE MANAGEMENT**

- Maintain all administrative and financial systems of the organization, ensuring required reports and documentation are accurate and completed for required deadlines
- Ensure that all of the Centre's policies and practices are compliant with current Ontario Human Rights legislation and the Accessibility for Ontarians with Disabilities Act
- Consults with other agencies, professionals, community support services and Early Intervention Services as required.

## **PROGRAM MANAGEMENT**

- Oversees the planning, implementation and evaluation of the organization's programs and services
- Develop and implement Ontario's Early Learning Frameworks that is consistent with and meets the requirements of the Child Care and Early Years Act.
- Ensures the programs provided keep up with emerging trends and best practices of early childhood development and learning ('How Does Learning Happen?', Quality First, ELECT, Program Statement, Pedagogical Documentation, etc.)
- Create a child friendly learning environment that protects and respects the rights of all children
- Work collaboratively with consultants from the Ministry, Province and support agencies as required.
- Oversee the planning, implementation and evaluation of any special projects.
- Participate in professional networking activities.
- Attend workshops/training to enhance administrative skills.
- Evaluates the quality of the program annually and makes the required changes

## **SUCCESSION PLANNING**

- Create a job description for a Supervisors
- Delegate duties where appropriate
- Ensure that the Supervisors is aware of and trained in all policies and procedures that govern the Organization
- Ensure that the Supervisors receive sufficient training to be able to run the organization in the absence of the Executive Director.
- Motivate, mentor and evaluate the Supervisors.

- Encourage the Supervisors to participate in professional training opportunities to enhance their skills
- Ensure that all the organization's policies and procedures are up to date and stored in an easily accessible manner
- Works with the Board to create a succession plan

## **CLIENT/FAMILY RELATIONS**

- Develops ongoing communication strategies maximizing the use of IT
- Supports a culture of respect for all current and potential clients by adhering to the current Ontario Human Rights legislation and the Accessibility for Ontarians Act.
- Creates an inclusive environment that welcomes families and provides opportunities for parents to participate in the program
- Provides support and resources to families and children
- Responds to all inquiries from prospective clients, current clients and /or regulatory bodies within one (would change to at least two) business days.
- Deals with parent/client complaints/ concerns by adhering to the organization's Parent Complaint Policy and Procedures
- Provide leadership when dealing with difficult situations related to child behaviour and/or development issues

## **COMMUNITY RELATIONS/ADVOCACY**

- Participate in networking and community relations activities on behalf of the organization.
- Communicate with stakeholders to keep them informed of the work the organization and to identify changes in the community serviced by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, and other organizations to help achieve the goals of the organization.
- Promote community awareness of the organization and its programs

## **STRATEGIC PLANNING**

- Sets specific organizational goals and outcomes under the direction of the Board of Directors
- Sets program and service goals
- Identifies the required resources to achieve goals
- Communicate with key stakeholders and external agencies to identify the changing needs of the community that is served by the organization



- Considers the impact of different alternative plans to address the changing conditions

## **RISK MANAGEMENT**

- Identify and evaluate the risks to the organization's clients, staff, management, volunteers, property, finances, goodwill and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and employees understand the terms, conditions and limitations of the insurance coverage.
- Provides regular and reliable reports on the organization to the Board
- Assesses and report any financial risks or changes in funding

## **OCCUPATIONAL HEALTH AND SAFETY**

- Ensure the organization is in compliance with the Ontario Occupational Health and Safety Act
- Recommend changes to the Board of Directors regarding a safe and healthy workplace
- Work with the Supervisor and Health and Safety Rep to resolve health and safety issues
- Ensure all staff has been trained in Workplace Hazardous Materials Information System/Global Harmonized System
- Monitor employees to make sure work is being done safely and in compliance with the organization's health and safety policy and program
- Ensure all employees and placement students has had adequate training in understanding their roles and responsibilities in keeping the workplace safe

## **EDUCATION AND PROFESSIONAL CERTIFICATION**

- Degree or Diploma in Early Childhood Education
- Current registration with the College of Early Childhood Educators
- Valid Standard First-Aid and Level "C" CPR Certificate
- Proof of a satisfactory Police Vulnerable Sector Check
- Health Assessment, T.B. test, up-to-date immunizations,
- Demonstrated knowledge, understanding, and training of the Ontario Human Rights Code, the Integrated Accessibility Standard (AODA), the Occupational Health and Safety Act, and Conflict Management Skills, Bill 132 Workplace Harassment Legislation

- Demonstrated knowledge and skills in Human Resource Management, financial management, and risk management

## **EXPERIENCE**

- Minimum 5 to 10 years' experience working in senior child care management position, Supervisor
- Experience in a non-profit, including knowledge of techniques for typically developing children as well as children with special needs

## **SPECIALIZED QUALIFICATIONS**

- Thorough knowledge and understanding of “How Does Learning Happen?”, the Early Years Policy Framework”, the Early Years and Child Care Act, Public Health and other relevant legislation
- Excellent knowledge of all licensing regulations and requirements including any Regional or Municipal requirements
- A demonstrated understanding of the College of Early Childhood Educators, Code of Ethics, Standards of Practice and Continuous Professional Learning
- Comprehensive knowledge of accounting practices/financial management
- Proficient with software applications (Microsoft office, Word, Outlook) online search, business tools, database administration for children's records and fees
- Knowledge and understanding of the Ontario Human Rights Code, Occupational Health and Safety, Accessibility for Ontarians with Disabilities Act, Conducting Workplace Investigations related to harassment legislation and Employment Standards

## **SKILLS AND ABILITIES**

- Ability to plan, develop, implement, and monitor a strong program
- Strong interpersonal skills, capable of creating respectful, nurturing, and empowering relationship in building a cohesive team
- Ability to respond to emergencies, hostile behaviour and maintain control in high stress situations
- Ability to think strategically, set priorities, and plans to achieve goals.
- Ability to manage confidential information and situations in a professional manner
- Demonstrate sound judgement and excellent communication skills (written, verbal)
- Analytical skills related to budgeting and financial management

- Ability to work cooperatively, foster a climate of shared respect, and collaboration in managing employees

**Written by:**

2018

TJ Solutions, Management Solutions for Child Care  
Sandra Vieira, Executive Director