



MANAGER, PROFESSIONAL PRACTICE AND ENGAGEMENT

Job Overview:

Demonstrates a deep commitment to the highest standard of Early Years and Before/After School Age professional practice, including the development and delivery of experiences for both children and families. Working closely with the *VSOCC Director, Child Care Operations* and several *VSOCC Program Managers*, this position mentors, influences and inspires over 200 Early Childhood and Before/After School Educators in over 30 programs. This includes supporting Educators in their understanding and implementation of the BC Early Learning Framework, including emergent/negotiated curriculum, reflective practice, and collaborative inquiry.

Reports to: CEO

Key Duties and Responsibilities:

Professional Practice

- Develops and facilitates a range of training opportunities that strengthen professional practice, particularly in relation to the implementation of the BC Early Learning Framework, Child Care Operational Standards, the principles of family engagement, and other emerging research and sectorial frameworks.
- Mentors and supports individuals, teams, and programs in (a) their development and implementation of emergent/negotiated curriculum and (b) their development and implementation of family and community engagement strategies. This includes managing the related resourcing, budget, and organizational requirements for new and existing programs.
- Initiates ongoing assessment and evaluation strategy, including applied learning, as it relates to professional practice, family engagement, and organizational requirements. This includes the annual parent satisfaction survey.
- Develops and facilitates a range of responsive parent education and support opportunities.
- Serving as a resource, ensures open, respectful, and confidential communication with staff and families. Leads the development and implementation of the member newsletter ('The Voice')

Family and Community Engagement

- With the *VSOCC Director, Child Care Operations*, initiates and supports strategies which promote effective family and community engagement in our programs and across all departments
- Provides leadership and direction on family engagement projects and events
- Coordinates and implements parent education workshops and sessions
- Participates in various committees, working groups and associations. Maintains effective relationships with all stakeholders, including government officials. Communicates and promotes agency services, funding needs and value to the community and represents the agency at community and fund raising events, or other official functions.

Member of Senior Management Team

- Participates in strategic planning, annual work plans and implementation of actions
- Assists in the review and development of VSOCC operational policies and procedures
- Ensures VSOCC's mandate, policies and procedures are consistently maintained
- Ensures confidentiality of all verbal and written information related to clients, their families, our employees and volunteers

Performs other related duties assigned by the CEO

Qualifications:

Education, Training, and Experience

- Post-secondary degree in Early Childhood Education, Primary Education, Child Development, or related field
- Early Child Educator Certificate
- Minimum seven years of management, supervisory and administrative experience in Early Years. Included in this is experience in human resource management.
- First Aid Certificate

Job Skills and Abilities

- Robust understanding of and commitment to the BC Early Learning Framework, and its application to practice
- Demonstrated history of mentoring/coaching, capacity building, empowerment, facilitation and training – with individuals and with teams, preferably with the Early Years sector
- Demonstrated ability to work collaboratively and build partnerships with staff, children, families, volunteers and all levels of external stakeholders including post-secondary, school district, community agencies, residents, all levels of government and the private sector.
- Demonstrated skill with community development, stakeholder relations, strategic planning, innovation and project management
- Thrives and adapts in a continually evolving environment including excellent oral, written and interpersonal skills
- Demonstrated teamwork, leadership, and supervisory skills

Additional Information:

This position requires:

- Flexibility to work varied hours including evening and weekends
- Participation at meetings, conferences, and other events may involve longer work days and/or evening/weekend work.

To Apply:

Please email a cover letter and resume to careers@vsocc.org and reference posting #MPPE in your email subject line.