

Operated by the Duncan Day Care Society since 1974

Arcadian Early Learning

Box 333, Duncan, B.C. V9L 3X5

250-748-3922

www.arcadianchildren.com

Arcadian Early Learning is a group daycare and preschool program located in the Cowichan Valley on Vancouver Island. We offer sixteen infant and toddler spaces, twenty-four 3 to 5 year old spaces and we accommodate up to 20 children in our preschool program. Inspired by the Reggio Emilia approach, and nature based learning, much of our program time is spent outdoors.

We are seeking an experienced Executive Director/Manager to join our childcare team. Ideally the candidate will have strong leadership and organizational skills and are excited by engaging with staff, families and children in collaborative ways. Arcadian is a non-profit charity which is operated by a volunteer board. Experience working in a unionized setting is an asset.

Our ideal candidate operates with family centred values, has knowledge of licensing regulations and strong oral and written skills. The job requires the willingness to work directly with children as needed, but be able to manage the complexities of staff management, parent relationships, and understands the importance of high quality child care. The ability to multitask is required.

Current wage is \$21.00 per hour with an additional .50 per hour after three months of probation, and \$22.00 per hour after one year.

For more information, a list of additional requirements or to apply please include resume, cover letter to Cheryl Cameron at daycare3@telus.net

We are located at 5650 Club Road

Duncan BC

V9L 3X5

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JOB DESCRIPTION

Qualifications:

- Minimum ECE License to Practice
- Experience supervising and managing Group Licensed Centre
- Current criminal record check
- Current First Aid Certificate approved by CCFLB
- Current membership in ECEBC

Job Summary:

Reporting to the Board of Directors the Executive Director is responsible for the development, implementation and evaluation of all programs in accordance with the Society's stated mission and philosophy. Responsibilities include, but are not limited to, the development and implementation of sound personnel, financial and program policies.

The Executive Director is responsible for ensuring all Society activities are performed in a safe, efficient and respectful manner, which supports and promotes individual choice, independence, and family and community inclusion.

At all times, the Executive Director maintains a high standard of professional ethics in regards to the children, parents and staff.

RESPONSIBILITIES:

Program:

- Ensures the operation of a high quality Child Care Centre in keeping with the philosophy of the Duncan Daycare Society.
- Ensures that appropriate program policies and procedures are developed, maintained and adhered to by Duncan Daycare Society (DDCS) employees i.e. Policy and Procedure Manual, ECEBC Code of Ethics.
- Ensures that DDCS employees are adequately oriented and trained in order to provide quality care and service.
- Ensures that all external operational requirements are adhered to by DDCS employees, with regards to the Community Care Facilities Act – Child Care Licensing Regulations, Workers Compensation Board Regulations, etc.
- Recommend to the Board of Directors appropriate program development, following the philosophy and goals of the society.
- Assist room staff with issues such as staffing, supplies and equipment maintenance, students etc.

Personnel:

Assists the Board of Directors to ensure that appropriate personnel policies and procedures are developed, maintained and adhered to by DDCS employees i.e. hiring practices, performance evaluations, discipline policies, etc.

- Foster positive labour/management relations.
- Remains available for consultation with all staff members.
- Ensure personnel records are up to date and meet Child Care Licensing Regulation requirements.
- Supervise, direct and mentor the management team.
- Ensure annual performance evaluations are completed for each staff.
- Will be responsible for direct performance evaluation of all room staff.
- Assists the Board of Directors with corrective discipline actions, hiring, compensation reviews, etc.
- Assist the Board in the review of job descriptions.
- Signs a confidentiality agreement and maintains confidentiality at all times.

Financial:

- Assists the Board of Directors to ensure that appropriate financial policies, procedures and practices are developed, maintained and adhered to by DDCS employees.
- Direct and oversee the ongoing financial management of the Society
- Operates within the budget.
- Keep accurate records of all Ministry funded programs, grants, and donation monies received and dispersed.
- Prepare, up date and create as necessary all information packages and brochures regarding programs offered through the Society.
- Responsible for notifying bookkeeper of fees owed, and any drop-in charges, or changes in enrolment.
- Collect fees, write receipts, mail and distribute statements as prepared by the bookkeeper.
- Try to collect overdue accounts following established procedures.
- Inform parents of, and follow through on procedures for non-payment of fees when necessary.
- Ensures all subsidy authorizations are received, are correct and are billed to the Ministry.
- Ensures all subsidy authorizations are up-to-date and remind parents when necessary
- Ensure all time sheets are correct and available for the bookkeeper
- Handles petty cash
- Reports any financial needs to the Board of Directors.
- Ensures all government reporting requirements are met.
- Assess expenditures, explore funding alternative and recommend course of action to the financial committee and board of directors.
- Ensures that applicable grants are applied for in cooperation with the bookkeeper

Board of Directors:

- Develop and recommend to the Board of Directors appropriate policies and long and short-term plans for the society.
- Attend and submit a written report for the monthly board meetings and participate in all Board committees.
- Inform the Board of Directors of all relevant information and changes regarding the operations of the society.
- Informs the Board of any repairs or maintenance needed.
- Interpret trends in the field of Early Childhood Educations by maintaining involvement in the professional field as a whole i.e. maintains a membership to ECEBC.

Community Involvement:

- Maintain appropriate relations with the Licensing Officers, Local Governments, professionals, social services groups and other members of the community.
- Welcomes visitors to the centre
- Welcomes students and assigns to room staff.
- Promote community awareness and understanding of the societies mandate and mission.

Hours of work: 37.5 per week

General Manager schedule: 900-430 but flexible to meet needs of program.