

# **SOCIÉTÉ POMMES DE REINETTE**

## **JOB DESCRIPTION**

### **POSITION TITLE: ASSISTANT DIRECTOR**

#### **REPORT TO: Board of Directors**

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Reporting to the Board of Directors (“Board”), the Assistant Director works closely with the Director, to ensure the day-to-day operations and management of the Daycare Centre (“Daycare”) in accordance with the philosophies, policies and procedures of the Société Pommes de ReINETTE (The Société) and provincial regulations.

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### **KEY ACCOUNTABILITIES**

#### **Personnel**

The Assistant Director works closely with the Director to support and respond to staff, and provide a supportive working environment by:

- Assisting the Director with recruiting, interviewing and hiring new staff and students;
- Assisting the Director with the staff scheduling and ensuring staff/child ratios are complied with;
- Sharing information appropriately;
- Providing input on the performance of staff and students;
- Providing input to planning and staff meetings and chair weekly meetings;
- Providing support to the Director in conducting annual written performance appraisals of staff;
- Encouraging staff to take advantage of professional development opportunities;
- Filling the roles of other staff members in emergency situations;
- Providing support to the Director with regard to effectively communicating expectations and providing feedback and suggestions in a timely manner;
- Encouraging communication among staff, and between staff and parents; and
- Promoting a professional and flexible attitude among staff and encouraging a team approach to work.

#### **Administration**

To assist with the efficient administration of the Daycare by:

- Ensuring the Daycare is run in accordance with current legislative requirements, and sound principles of Early Childhood Education (ECE);
- Ensuring the proper functioning of the daycare in the Director’s absence;
- Enrolling children and orienting parents; and
- Maintaining up to date electronic and paper records on each child;

- Managing the waiting list of children and ensuring the daycare is always at full capacity;
- Organizing the children's groups;
- Ensuring that all aspects of the program planning and implementation is done for each group;
- Maintaining daily log sheets of staff and children present at the daycare;
- Managing the parent volunteer program;
- Maintaining the external website;
- Assist the Director with the accreditation process;
- Working with the Director on financial duties such as the annual budget and making bank deposits;
- Adhering to the Financial Policies; and
- Obtaining quotations, ordering supplies, expendables and long-term equipment.

### **Program Development**

To assist in the implementation of a program that reflects the commitment to quality childcare of the Société that maximizes the skills of the daycare staff by:

- Assisting in the establishment a program that encourages the optimum development of each child;
- Reviewing staff members program planning and ensuring completion;
- Support the Program Coordinator and other staff in the implementation of programs;
- Ensure that staff have time allocated in their weekly schedule for program planning;
- Keeping abreast of research and new developments on the field of ECE;
- With the Director, providing guidance if a child experiences developmental problems, including supplying parents with referrals to appropriate agencies for assistance when advisable; and
- Ensuring field trips/outings are properly planned.

### **Public Relations**

To raise the profile of the Société and provide educational information regarding child care to the public by:

#### **COMMUNITY:**

- Representing the Daycare at appropriate activities and public relations events; and
- Ensuring a liaison between the Board, staff and parents.

#### **CHILDREN:**

- Ensuring the safety and well-being of children;
- Encouraging the use of the French language;
- Encouraging the development and creativity of children; and
- Facilitating conflict resolution between children.

**PARENTS:** With the Director,

- Providing parent resources and referral information;
- Maintaining excellent relations with families using the Daycare's services;
- Informing parents of the progress of their children;
- Assisting in the issuance of a monthly newsletter;
- Regularly polling the families and interpreting results to continue to improve services;
- Maintaining a good relationship with all families using the Daycare and being accessible to parents as much as possible;
- Familiarizing new parents with the Daycare's policies and ensuring all paperwork is completed;
- Striving to make parents feel welcome at the Daycare and encouraging their participation both formally and informally; and
- Responding promptly and respectfully to concerns raised by parents.

The Director may, from time to time, assign the Assistant Director other duties or special projects as needed.

## **QUALIFICATIONS AND TECHNICAL REQUIREMENTS**

The Assistant Director will have a diploma in Early Childhood Education, or its equivalent, as well as a minimum three (3) years experience in the child care field.

The Assistant Director will have proven administrative experience as well as the ability to work harmoniously with the Director.

The Assistant Director will demonstrate a strong ability to communicate effectively with all levels of personnel, parents and the community at large. The Assistant Director will be fluent in French and English.

The incumbent in this position will:

- Exhibit sound judgment in decision making;
- Be able to define policies and plan procedures that effectively carry out these policies;
- Supervise the daily activities related to the children's development;
- Possess excellent interpersonal skills;
- Be accessible to staff and parents;
- Show leadership and problem solving/conflict resolution skills; and
- Show initiative and effective time management.

Board Approval \_\_\_\_\_ August 23, 2010 \_\_\_\_\_  
(date)

President \_\_\_\_\_  
(signature)