

Class No.:	Administrator
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Pay Group:	10

MANAGER, CHILDREN'S CENTRE

NATURE AND SCOPE OF WORK

Under the general direction of the Director, Children's Centre(s) the Manager of Children's Centre plans, organizes and manages all aspects of the Children's Centre's operations and is responsible for ensuring that the Children's Centre provides quality, inclusive early care and learning for children five years and under and their families. The Manager ensures that the Centre develops and maintains a positive and dynamic learning environment for children, their families, Centre staff members and for University students while operating in compliance with legislation and regulations.

The Children's Centre(s) works in partnership with the Centre for Childhood Studies acting as an academic, living laboratory where educators, students, faculty, children, and families are in collaborative, generative and reciprocal partnerships that inform curriculum and course development. The Manager works collaboratively with other incumbents, educators, the pedagogist and atelierista and with the Centre for Childhood Studies, to create a nurturing, inclusive and rich early learning environment for young children.

The Manager demonstrates strong leadership and organizational skills along with sound ethical and professional practices, which reflect the ECEBC Code of Ethics and the BC Early Learning Framework. ECEs and the Children's Centre(s) stand as allies with the BC Aboriginal Childcare Society, working in all ways to honour the Indigenous Early Learning and Care Framework in daily practice.

The Manager, supported by the Director, Children's Centre(s) contributes to the vision, mission and strategic directions of the Children's Centre ensuring that they align with and support the university's academic, strategic, indigenous, diversity, sustainability, and other applicable plans.

This position reports to the Director, Children's Centres.

ILLUSTRATIVE EXAMPLES OF DUTIES

Planning and Strategy

- Works with the Director to develop, implement and monitor strategies to oversee enrolment.
- Supports the Director in the development and implementation of the vision, philosophy, mission statement, goals, and objectives for the Children's Centre(s).
- As a member of the Canadian Lab School Association, works with the Director to provide the University community with a vibrant academic resource, welcoming both faculty and students.
- Supported by the Director develops and implements Centre policies and procedures, including those required by legislation. Ensures access and distribution of policies and procedures to appropriate parties.
- Plans, monitors, and manages the programs and operation of the Children's Centre(s) according to and in compliance with the childcare legislation and regulations of the Province of British Columbia and any other application regulations.
- Supports and engages in research initiatives that cultivate innovation, equity, and hopeful possibilities so that early childhood care and education practices can flourish.
- Collaborates in the curriculum development process for the Centre(s), ensuring each child's physical, social, emotional, creative, and cognitive needs are met; continuously evaluates programs for currency and relevancy.

People Management

- Schedules, directs, inspires and supervises the work of Team Leads in the Children's Centre. Ensure Team Leads are provided support to further develop their Teams and ensure children are provided a learning environment in which to thrive.
- Completes evaluations for all MoveUP personnel with input from the Team Leads for positions reporting to them. Ensures that Team Leads prepare schedules, provide training and supervision for the Early Childhood Educators in their Team.
- In consultation with Human Resources, administers the collective agreement in relation to staff, including hiring authority, disciplining as applicable and representing management where required in the grievance process.
- Provides Team Leads criteria for determining approvals for overtime, leaves, and other similar requests and ensure that these are followed.
- Identifies professional development needs of staff and collaborates with the Director to plan and implement professional development opportunities consistent with the overall vision and strategic plans for the Centre.
- Provides leadership in the resolution of unusual events affecting the Centre (i.e., unusual parental situation, providing legal evidence, significant conflict). Dependent on severity of situation includes the Director in the process for support and resolution.

- Builds and maintains supportive relationships within the Centre. Interviews families applying for admission to the Centre and accepts new children according to established priority system.
- Supports the Team Leads in communicating with families about their child, including consulting with parents regarding any concerns that Centre staff observes in the children. May attend meetings with the parents and Team Leads dependent on challenges to be discussed.

Coordinate University Student Learning Experience

- Collaborates with academic areas of the University, as appropriate, for their use of the Centre as a learning site for students.
- Liaises with Early Childhood Care and Education (ECE) faculty and ensures that appropriate orientation and mentorship is provided to ECE students placed in the Centre. Attends ECE department meetings.

Community Engagement

- Share the responsibility with the Director to build and maintain professional relationships and liaison with relevant government Ministries, BC post-secondary institutions, community resource organizations and others as necessary. Communicates with members of the public, government, and other decision-makers about childcare and related social issues.
- In collaboration with the Director, identifies opportunities for community engagement to advance partnerships, attract families to use the Childcare Centre(s), and to contribute to the field of Early Childhood Care and Education.
- Represents the Children's Centre and the University on provincial committees and organizations sharing the responsibility with the Director, Children's Centre(s).
- Maintains relationships with partner agencies such as North Shore Supported Child Development and BC Centre for Abilities.

General Administration

- Provides oversight of the daily operations of the Children's Centre.
- Work with the licensing officer to ensure the Children's Centre is operating in compliance; communicate with the officer during the annual inspection and maintain responsibility for the Centre's license.
- Builds and maintains monthly enrolment sheets ensuring that licensing requirements are met with maximums and children's ages. With the Team Leads, arrange children's transitions from room to room, age group to age group.
- Supports the Director in the preparation, and administration of the Centre's capital and annual operating budgets. This includes reviewing capital and operational requirements on an on-going basis. Liaises with Financial Services.

- Supports the Director in identifying, applying for and securing funding grants for the Centre(s).
- Maintains currency with and ensures that the Children's Centre adheres to legislated requirements regarding record retention (i.e., content of records and duration of retention).
- Ensures the preparation of regular communications including Parent Information Packages, brochures, updates for families, and keeping the website current.
- Attends relevant University meetings as determined in consultation with the Director, this may include attending DAC, etc.
- Works with the University Facilities Department to ensure the building and external areas are safe and maintained. Provide input to the Facilities Department regarding any major renovations, upgrades, retrofits and/or new facilities projects with the goal to minimize disruption to the operation of the Centre and to ensure the physical environment will meet all requirements both educatively and physically.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of the legislation and regulations governing childcare facilities and programs in the province of British Columbia.
- Extensive knowledge of evolving philosophies and pedagogies in early childhood care and education, current trends and policy and changing perspectives on work with young children.
- Thorough knowledge of the legislation and regulations governing confidentiality, the protection of children and freedom of information.
- Passion for working with children and seeing their success.
- A positive, articulate, and respected role model with the ability to initiate, motivate and delegate.
- Proven management and administrative skills, particularly in the childcare field, including the ability to prepare budgets and other financial information.
- Demonstrated experience in planning and implementing childcare programs, environments, and policies.
- Ability to exercise discretion, judgement and confidentiality and the ability to deal with issues of a sensitive or contentious nature.
- Ability to provide leadership and work effectively as a member of a team in a collegial environment. Ability to adapt to changing circumstances and to handle emergencies skilfully.
- Ability to establish and maintain effective working relationships with senior management, faculty, staff, students, government agencies and other stakeholders including the Centre for Childhood Studies.
- Ability to establish and maintain supportive and professional relationships with children and their families.

- Excellent oral and written communication skills and the ability to relate to people at all levels, particularly parents.
- Ability to hire, mentor and support staff and the ability to supervise and motivate.
- Ability to foster a collaborative, cooperative work environment/culture.
- Good working knowledge of Word, Excel, and PowerPoint.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a Bachelor's Degree in Early Childhood Education or a combination of an Early Childhood Education Diploma and Bachelor's degree in a related area.
- A minimum six years work experience in a childcare environment with a minimum of two years of supervisory and administrative experience;
or
- An equivalent combination of training and experience.
- Experience working in a multi-age centre as well as in environments operating with multiple programs.
- Experience working in a unionized environment is an asset.
- Experience working in a public sector institutional environment such as a university, municipality, etc. is an asset.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Must have or be eligible for a licence to practise as an Early Childhood Educator in the province of BC.
- Must meet Child Care Licensing Regulation requirements (as of January 2011, this includes a criminal record check, a statement signed by a medical practitioner indicating that the person is physically and psychologically capable of working with children and carrying out assigned duties in a community care facility and evidence that the person has complied with the Province's immunization and tuberculosis control program) and provide all necessary documentation required by legislation.
- Must have and maintain a valid safety oriented first-aid certificate.
- A valid class 5 British Columbia driver's license is an asset.