

## JOB DESCRIPTION – CENTRE DIRECTOR PINCHER CREEK

Title: Centre Director / Early Learning and Care Director

Location: Pincher Creek, Alberta

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### Job Summary:

The Centre Director provides and coordinates the necessary support, resources, supervision and leadership to ensure the provision of nurturing care and education to young children (0-12) in a group setting, in accordance with the goals and curriculum plans of the centre, the philosophy and policies of the agency, Accreditation, the Curriculum Framework (FLIGHT) and in strict compliance with the Alberta Childcare Licensing Act/Regulations, as well as fire and health regulations.

The Centre Director will be part of a Childcare Management Team and reports to Hand in Hand Childcare Services in partnership with the Town of Pincher Creek.

### Principle Duties & Responsibilities:

- Ensures and facilitates the smooth functioning of all aspects of the early learning and child care centre in order to best serve children and families
- Provides supervision, leadership and support to all centre staff
- Conducts ongoing informal and annual formal performance evaluations of centre staff
- Facilitates the recruitment and coordinates the selection, hiring and orientation of all new staff to the centre, within agency-approved processes and policies
- Ensures licensing requirements are met at all times
- Maintains operation of the centre within the approved budget, in consultation with the Childcare Management Team
- Coordinates staff scheduling within approved adult-child ratios
- Oversees and manages all elements of centre enrolment and finances (fee collection/subsidy) and ensures the smooth integration of new client-children into the centre
- Consults, supports and provides guidance to childcare professionals in **evaluating and revising children’s programming as required**



- Develops and maintains positive relationships and regular communication with parent-clients; facilitates or directly provides mediation and resolution to parent-program conflicts which arise
- Ensures regular liaison and communication, as required and applicable, with third parties, including Childcare Management Team, landlord, custodial service, maintenance services, (school administration, school board), etc.
- Ensures appropriate professional development opportunities are made available to centre staff, within centre and agency budget parameters and in accordance with identified training needs of staff at the centre
- Markets the centre to prospective client-parents, within agency standards
- In collaboration with the childcare professional team, facilitates the placement, orientation and evaluation of ECE students on placements at the centre
- Is an active, contributing member of the Childcare Management Team, providing input on policy and other matters affecting the agency. Communicates key messages on decisions made by the Childcare Management Team to centre staff on an ongoing basis.
- Represents the agency by participation on committees in the community and in the broader child care community
- Performs other duties as may be assigned from time to time by the Childcare Management Team

Qualifications:

Minimum: ECE diploma or provincially recognized equivalent.

Registered member of AECEA.

**Valid Standard First Aid and Level “C” CPR.**

Negative criminal records check/child welfare check.

Demonstrated childcare centre management/supervisory experience.

Solid knowledge of the Alberta Childcare licensing Act/Regulations, Accreditation standards and the Alberta Curriculum Framework (FLIGHT).

Superior interpersonal skills; high degree of initiative and dedication; team player; commitment to high quality programming for children and a supportive work environment for staff.

Application:

Please send resume (CV) and cover letter with a minimum of two (2) references to [daycare@pinchercreek.ca](mailto:daycare@pinchercreek.ca)

Deadline: Monday July 30 at 4:00 p.m.

**Hand in Hand Childcare Services**

609 18<sup>th</sup> Street Fort Macleod, Alberta T0K 0Z0 403 553 3022

