



## Employment Opportunity

### Manager of Vanastra Early Childhood Learning Centre

The Municipality of Huron East is a progressive and growing municipality of approximately 10,000 residents. Located in beautiful Huron County, Huron East is a blend of vibrant urban areas, rural communities, and productive farm land. Located 30 minutes from Stratford and one hour from Kitchener/Waterloo and London, Huron East provides an impressive level of services and opportunities for our residents.

The Municipality of Huron East is seeking a motivated and dedicated individual for the position of Manager of Vanastra Early Childhood Learning Centre. This position is a key member of the Senior Management Team, responsible for the direction, management and coordination of the operations of the Vanastra Early Childhood Learning Centre. The Manager of Vanastra Early Childhood Learning Centre responsibilities include establishment of quality care, adherence to the Child Care and Early Years Act 2014 regulations, and maintenance of a safe and healthy environment conducive to the emotional, physical, social and intellectual development of the children in your care.

The ideal applicant should possess a post secondary education in Early Childhood Education or equivalent, hold Certification by the Association of Early Childhood Education of Ontario, have a minimum of five years of experience in early childhood education, thorough knowledge relevant legislation and superior communication skills.

Interested individuals should submit their cover letter and resume by no later than **4:00 pm on June 6, 2022** to Mr. Brad McRoberts, MPA, P. Eng., Municipality of Huron East, Box 610, Seaford, Ontario, N0K 1W0 or by e-mail to [cao@huroneast.com](mailto:cao@huroneast.com).

Municipality of Huron East offers a competitive salary and an excellent benefits package.

A complete job description is available by visiting the Huron East website <https://www.huroneast.com/en/town-hall/employment-and-volunteering.aspx>.

We thank all who apply, however, only those candidates selected for an interview will be contacted.

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Manager of Vanastra Early Childhood Learning Centre</b>	
<b>Department:</b>	Administration	
<b>Reports to (Title)</b>	Chief Administrative Officer	
<b>Job Description last updated on (Date):</b>	<b>May 6, 2022</b>	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time
Primary Work Location	Vanastra Early Childhood Learning Centre
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	40 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Time in lieu
Benefits:	OMERS? <b>YES</b> / NO Group Benefits? <b>YES</b> / NO

<b>GENERAL DESCRIPTION (OVERVIEW) OF POSITION</b>	
<p>To direct, manage and coordinate the operations of the Vanastra Early Childhood Learning Centre. Establish and ensure quality care, adherence to the Child Care and Early Years Act 2014 (CCEYA) regulations, and maintenance of a safe and healthy environment conducive to the emotional, physical, social and intellectual development of the children in your care.</p>	
<b>1.</b>	<p><b>Scope of position</b></p> <ul style="list-style-type: none"> <li>i. Provides leadership, direction and vision to full time non-union staff, part-time and temporary staff and contract service providers within the Department. Motivates, coaches and guides staff, ensures that appropriate development strategies, plans, and training are in place to develop a high performing workforce, ensures that mechanisms are in place to transfer knowledge of external best practices, and ensures compliance with applicable legislation.</li> <li>ii. Directs the organization and administration of the Department ensuring compliance with statutory and regulatory requirements.</li> <li>iii. Monitors, evaluates and reports on the effectiveness of policies, procedures and systems and how they meet the strategic and operational plans of the municipality for areas of responsibility.</li> <li>iv. Provides unbiased professional advice to Council and senior management team relating to implications of proposed actions.</li> <li>v. Assesses and evaluates internal controls and segregation of duties to ensure that systems and processes are functioning as designated and recommends and implements changes to ensure that the municipality's assets goals and objectives are achieved.</li> </ul>

- vi. Develop, review and revise departmental policies and procedures, service levels and standards/performance measures, administrative processes and requirements.
- vii. As a member of the senior management team, acts as champion in the municipality's strategic goals, of leadership, development, implementation and measurement of continuous improvement initiatives, department and corporate performance, customer service, technology and process improvements. Provides input on strategic initiatives; leads and/or participate on corporate project teams, as assigned.
- viii. Identify and track grants and subsidies available from various government agencies/departments and other sources; coordinate preparation and submission of applications and progress reporting as required.
- ix. Prepare reports and attend Council, Committees of Council and other internal/external meetings and special events as required; make presentations, provide advice/guidance; make recommendations on standards and levels of service, policies and procedures.
- x. Undertakes representative duties as the Manager of Vanastra Early Childhood Learning Centre with the community, provincial and inter-municipality as required/directed; and acts as an "ambassador" for the municipality supporting and championing corporate goals and decisions within the community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
- xi. Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the department in order that professional competence is maintained.
- xii. Ensures confidentiality of documents in accordance with MFIPPA.
- xiii. Other duties as may be assigned by the Chief Administrative Officer.

<b>2.</b>	<b>Key Responsibilities</b>
	<ul style="list-style-type: none"> <li>i. Develops, initiates, and evaluates all programs and activities for the Centre.</li> <li>ii. Supervises the curriculum for all age groups to ensure that children are guided in their physical, social, intellectual and emotional development.</li> <li>iii. To ensure that children with special needs are assessed, goals are established and objectives met.</li> <li>iv. Reviews and recommends changes to the Chief Administrative Officer on departmental strategy such as short and long-term plans, in order that department methods are compatible with and compliment the corporate goals and objectives.</li> <li>v. Reports to and recommends to the Municipal Council when necessary</li> <li>vi. Informs CAO of all visits and reports from licensing authorities.</li> <li>vii. Arrange for sufficient staffing of the Centre to meet ratio requirements in the CCEYA</li> <li>viii. Recognize, document and take action in case of suspected abuse, illness or accident, reporting the incident as a serious occurrence.</li> <li>ix. Annually submit information required for provincial license renewal. Ensure that all the licensing requirements and regulations of the Child Care and Early Years Act 2014 are being met (i.e. children/staff files, policies and procedures updated, medication, fire drills, allergy lists, outside playground checks, annual playground inspection, water flushing, serious occurrences, etc.).</li> </ul>

- x. Maintains enrollment records including registration forms, medical records and permission forms.
- xi. Maintains positive communication with parents through daily contact.
- xii. Establish a system to record arrivals and departures of children each day.
- xiii. Establish and review log book daily, monitoring consistent use by staff.
- xiv. Ensure daily medication forms are signed and medication is administered and documented properly.
- xv. Attends Huron East Department Head meetings, staff meetings, occasional Municipal Council meetings, and County of Huron Childcare meetings
- xvi. Oversee that weekly activities are planned and implemented.
- xvii. Meet all new parents enrolling their children in the Centre and review the parent handbook, introduce staff and provide a tour of the Centre.
- xviii. Inform parents of children with special needs of resources available. Make referrals to Growing Together Program. Ensure involvement of Huron County Resource Consultants.
- xix. Review parent handbook, updating policies and procedures as changes occur.
- xx. Review weekly menus for compliance with policies, guidelines, and regulations.
- xxi. Plan and implement parent nights, special events such as Open Houses, fundraisers, field trips, etc.
- xxii. Update job descriptions to reflect centre policies and responsibilities.
- xxiii. Maintain complete staff files with hours worked fully documented.
- xxiv. Review, approve and submit timesheets to payroll.
- xxv. Approve holiday requests, complete staff work schedule and arrange supply staff
- xxvi. Appoint a designate in case of absence.
- xxvii. Responsible for the recruitment, orientation, evaluation and scheduling of all staff.
- xxviii. Recommend staff members for permanent status or dismissal after probation period.
- xxix. Carry out annual performance review and Policy Compliance Observations with all staff members.
- xxx. Plan and hold monthly department staff meetings.
- xxxi. Promote and encourage participation by all staff in workshops and professional development programs.
- xxxii. Carry out the maintenance of accurate financial records including parent fee statements, receipts for fees, bank deposits.
- xxxiii. Prepare annual operating and capital budget for submission to the Treasurer
- xxxiv. Implement financial spending and fee collection policies.
- xxxv. Research funding services ( e.g. County of Huron, Health and Safety) and prepare related proposals.
- xxxvi. Monitors departmental budget and alerts CAO and Treasurer of deviations from budget expenditures and recommends corrective actions.
- xxxvii. Responsible for procurement, maintenance, and repair of all departmental equipment (such as appliances, air conditioners, play equipment and office equipment) and facilities in accordance with the annual operating budget and municipal policies.
- xxxviii. Respond to enquiries and/or resolve complaints/concerns and communicate as required with Council, the Chief Administrative Officer and other senior managers as required.
- xxxix. Creates and maintains a customer-friendly department atmosphere and sets high

	expectations of staff to deliver superior customer satisfaction. Manages overall performance according to key performance indicators and seeks and implements operational efficiencies that enhance overall service delivery and customer service.
xi.	Formulate terms of reference and make recommendations on the hiring of consultants to assist with and/or undertake special projects as required; monitor their work, and administer the agreements.
xli.	Uses a network of professional contacts to identify opportunities, gather market intelligence and seek input to problems and to analyze new and emerging ideas and technologies; keep senior management apprised of opportunities and advances in technology that could provide benefit to the department.
xlii.	Ensure department staff are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
xliii.	Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies, procedures, practices and operational guidelines, and perform safe work practices.

## SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>
	<ul style="list-style-type: none"> <li>• Must hold an Early Childhood Education Diploma from a recognized community college or equivalent</li> <li>• Knowledge of general management principles and practices specifically as they relate to Child Care. Well educated in How Does Learning Happen and Elect Document</li> </ul>
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>
	<ul style="list-style-type: none"> <li>• Certification by the Association of Early Childhood Education of Ontario</li> </ul>
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>
	<ul style="list-style-type: none"> <li>• Minimum of five (5) years of experience in Early Childhood Education.</li> <li>• Experience working with job related software (Microsoft Office).</li> <li>• Shall possess strong management and supervisory skills within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills.</li> <li>• Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.</li> <li>• Must ensure a high level of confidentiality, integrity and professionalism at all times.</li> <li>• Must possess and maintain a valid Class G Driver’s Licence.</li> </ul>

d)	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>	
	Time Management	Teamwork
	Leadership and Supervision	Confidentiality
	Computer knowledge/skills	Communication skills
	Basic level accounting skills (invoices, payment processing)	Conflict resolution/negotiation
	Knowledge of statutes: Provincial regulations	Organizational planning and administration
	Public relations: Public, Staff, Council	Records Management
	Customer Service Skills	Work independently and with others.

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>• Decisions are of a complex nature. This position is periodically empowered to act without CAO or Council approval with respect to major/complex issues.</li> <li>• This position spends a lot of time investigating alternatives, conducting research (i.e. statutory responsibilities) before making a decision.</li> <li>• The Manager of Childcare Services is required to work autonomously and make decisions within guidelines. Decisions made by this position often represent the department and municipality.</li> </ul>

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b>
	a. Excellent interpersonal and communication skills are essential
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b>
	Council, CAO, Department Heads, and staff
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b>
	General public, suppliers, government, professionals, ministry contacts, and boards.
	<b>Nature of the communication:</b>
	<ul style="list-style-type: none"> <li>• Communicates at a very high level: main focus is with staff, council and all outside agencies.</li> <li>• Large volume of information which must be detailed, deal with complex confidential information</li> <li>• Communication of complex information, and communicating with difficult people and situations are regular occurrences.</li> </ul>

## SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
	<ul style="list-style-type: none"> <li>• Concentration required at times, some complexity to work, analysis and problem solving.</li> <li>• High level of confidentiality at all times.</li> </ul>
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
	<ul style="list-style-type: none"> <li>• Manual dexterity for using computer keyboard, high volume of work at times.</li> <li>• Moderate level of physical activity</li> </ul>

## SECTION C: RESPONSIBILITY

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
	<ul style="list-style-type: none"> <li>• Performing of duties has an immediate effect on the provision of programs/services.</li> <li>• Frequent contact with the public.</li> <li>• Gives input to development and evaluation of programs/services.</li> <li>• Responsible for department functions.</li> <li>• High degree of responsibility for child health and safety.</li> <li>• Significant consequence as a result of errors</li> <li>• Responsible for overall operation of a childcare setting</li> </ul>
<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
	<ul style="list-style-type: none"> <li>• Supervises department staff including scheduling, time management, performance management, discipline, adherence to regulations, policies and procedures, health and safety, and training.</li> </ul>
<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
	<ul style="list-style-type: none"> <li>• Responsible for storage and maintenance of material or information for the Department.</li> <li>• Responsible for purchasing in the department (follows procurement policy and approves invoices).</li> <li>• Uses small equipment and appliances safely</li> <li>• Provides input for policies and procedures relating to department</li> <li>• Responsible for adherence and compliance to information technology security measures</li> </ul>

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
<ul style="list-style-type: none"> <li>• Work may be of confidential nature.</li> <li>• Responsible for the overall department budget.</li> <li>• Consults with other Department Managers and CAO.</li> </ul>	

### SECTION D: WORKING CONDITIONS

<b>1.</b>	<b>Physical surroundings and hazards</b>
<ul style="list-style-type: none"> <li>• Works in a pleasant physical environment.</li> <li>• Minimal exposure to hazards. Minimal risk of injury.</li> </ul>	
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
<ul style="list-style-type: none"> <li>• Many interruptions.</li> <li>• Frequent contact with the public.</li> <li>• Low level of monotony;</li> <li>• Normal deadline requirements;</li> <li>• Frequent requirement to adjust work schedule</li> </ul>	

### SECTION E: APPROVAL

<b>Employee Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	



Supervisor Signature	
Date	