

Child Care Manager

Municipality of Brockton

Task List



Summary: Under the direction of the CAO, the Child Care Manager is responsible for the overall planning, development and implementation of age-appropriate programs to enhance the cognitive, physical, social and emotional development of children at the Brockton Child Care Centre (BCCC) in accordance with the goals and curriculum plans of the BCCC. The Manager will be responsible for the operations of the BCCC in strict compliance with the Child Care & Early Years Act (CCEYA), the Ministry of Education, County of Bruce Children Services, Grey Bruce Public Health and other regulatory bodies as applicable. This position will be responsible for the yearly budget and human resource activities for the Brockton Child Care Centre. This position is a member of the Senior Management Team (SMT).

Location: Brockton

Department: Child Care

Remote Work: Not available for this position

Supervises: Child Care Supervisor(s)

Child Care Administrative Coordinator

ECE Preschool Teacher Level I

ECE Preschool Teacher Level II

Preschool Teacher Non-ECE

Supply Teachers

Child Care Cook

Class: Full-time, 35 hours per week

Reports To: Chief Administrative Officer

Last Updated: January 2025

Tasks:

Management

1. Ensures and facilitates the smooth functioning of all aspects of the Centre through relationship building in order to best serve children and families.
2. Ensures licencing requirements are met at all times and policies and guidelines are established in accordance with the Child Care and Early Years Act and Ministry of Education.
3. Responsible for Provincial licence renewal annually.
4. Plans, consults, supports, evaluates and provides guidance to Supervisors and teaching staff in evaluating and revising children's programming as required.
5. Oversees Supervisor(s) and teaching staff in the initiation, development, and evaluation of programs and activities for the centre, including child development evaluations.
6. Develops, recommends and implements short and long term plans for BCCC, services, programs and facilities.
7. Oversees and manages all elements of BCCC enrolment and ensures the smooth integration of new parent/child(ren) in the centre.
8. Documents, maintains and ensures confidentiality and security of all corporate records and applications for admission to the centre.
9. Responsible for the recruitment, selection, hiring and orientation of all new staff to the centre, within Municipal approved processes and polices and CAO approval. Ensures appropriate training and performance review are carried out effectively.
10. Directs and manages all employees within the scope and responsibility of the BCCC while ensuring adherence with all health & safety and workplace policy.
11. Oversees and approves scheduling and staff time off ensuring adherence with approved teacher-child ratio requirements.
12. Sets clear, results oriented departmental goals with staff with realistic and measurable outcomes.
13. In collaboration with Supervisors, facilitates the placement, onboarding and evaluation of ECE students on placement at the centre with a goal of recruitment and retention to the centre
14. Recognizes, documents, and acts in case of suspected abuse, illness, or accident, reporting the incident as a serious occurrence, if applicable.

15. Develops and maintains positive relationships and regular communications with parents/caregivers and the wider community through various mediums.
16. Creates and maintains a customer friendly atmosphere and sets a high expectation for staff to deliver superior customer service. Managing overall performance and implementing operational efficiencies and policy updates that enhance overall service delivery and customer service to families and ensures timely response to inquiries.
17. Facilitates or directly provides mediation and resolution to parent-program conflicts when they arise.
18. Monitors and evaluates the system for recording arrivals and departures of children each day.
19. Oversees the completion all administrative paperwork required by regulatory bodies.
20. Ensures systems are in place for medical forms, and medication is administered and documented properly.
21. Provides leadership guidance, supervision and mentoring support to all Centre staff in a manner that creates an environment for high staff morale and productivity.
22. Writes Council reports and provides strategic recommendations to Council and attends meetings as required to update on Departmental activities.
23. Conducts ongoing informal and annual formal performance management and evaluations of direct reports.
24. Ensures appropriate professional development opportunities are made available to Centre staff and in accordance with identified training needs of staff at the Centre.
25. Communicates key messages on decisions made by Council and the Management Team to Centre staff on an ongoing basis.
26. Promotes community and regional awareness of the centre and its programs.
27. Available to work within the needs of the Centre when required due to on-site emergency, staff shortage, staff meetings, management meetings, etc.
28. Provides leadership in relation to facility updates, changes, maintenance and operational improvements while working with community partners
29. Ensures the well-being of children at all times in the centre by establishing safe and effective emergency response practices. Reports all serious occurrences or incidents as appropriate.
30. Reviews, evaluates, and amends the BCCC Parent Handbook, centre policies and procedures as changes occur or as legislatively requires and develops, implements, monitors and evaluates policy implementation.
31. Responsible for establishing and oversight of fees, invoicing and collecting dues.
32. Coordinates with Supervisors and leads with collaboration on monthly staff meetings.
33. Coordinate with Supervisors for BCCC meetings, prepares agendas, minutes and provides updates & information.
34. Works with external partners and attends meetings as required to ensure compliance and effective operations and administration (BGCFS, Grey Bruce Health Unit, Ministry, Bruce County, other centers, regional meetings).
35. Responsible for the allocation of children to appropriate groups.
36. Supervises the curriculum for all age groups to ensure that children are guided in their physical, social, intellectual and emotional development.
37. Ensures that children with higher needs are assessed, goals are established and that objectives are met in consultation with Bruce County Resource specialists and Supervisors

Financial Management

38. Prepares, creates and manages the yearly budget in consultation with the Child Care Supervisors, CFO and CAO with adherence to County of Bruce guidelines for CWELLC funding.
39. Prepares monthly statistics and financial reports for County of Bruce.
40. Responsible for ensuring County/Provincial/Federal grants are recorded and deposited.
41. Responsible for BCCC purchasing and procurement for the BCCC with adherence to policy.
42. Analyzes past data and established annual capital and operations budget based on trends and future needs.

Other

43. Participates in programming occasionally as required to maintain ratio.
44. Performs other tasks as assigned by the CAO.
45. Performs others tasks as assigned by the Ministry of Education in relation to licencing requirements.
46. Complies with Municipality of Brockton policies and procedures.

Education/Experience/Skills

1. University Degree or College Diploma in related discipline with progressive corporate administration/management experience in a related position.

2. Children services programming or a Registered Early Childhood Educator (ECE) is preferred.
3. Must have 3 years experience related to a leading role in childcare programming.
4. Minimum of five (5) years of experience in a supervisory role.
5. Municipal experience is an asset.
6. Knowledge of Financial Management policies and procedures including budget development and review of expenditures against budget, and staffing levels.
7. Must have sound knowledge of Microsoft applications including Word, Excel and PowerPoint.
8. Knowledge of social media platforms.
9. Demonstrated and thorough working knowledge of Provincial Legislation pertaining to the Child Care & Early Years Act, and Occupational Health and Safety Act.
10. Demonstrated advance knowledge of the Emergent Curriculum and ability to mentor/coach co-workers.
11. Ability to be flexible to changing demands while maintaining accuracy.
12. Superior interpersonal skills with a high degree of initiative and dedication.
13. A committed team player who provides a supportive work environment for staff while providing a high quality of programming standards for children.
14. Assertive, confident and thrives under pressure.
15. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
16. Ability to meet deadlines and work outside normal business hours, as required.
17. Positive mindset and adaptability are a valued asset.
18. Strong leadership skills.
19. Safe Food Handling Certification is an asset
20. Valid Ontario's Drivers Licence
21. Valid Standard First Aid & CPR Level-C.
22. Clear Vulnerable Sector Check.
23. Valid Mental Health First Aid Certification is an asset

Physical Effort and Working Conditions

1. Work is typically performed in a standard office environment inside a Child Care Centre with minimal exposure to hazards.
2. Work may involve lifting (children).
3. Work involves exposure to contagious children's diseases.
4. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO.
8. Hours of work are fairly consistent but depend upon the demand for services. Some attendance at evening meetings or events will be required for this position.
9. Work generally has a low risk of injury.
10. Errors could cause potential for moderate monetary loss, high potential for major embarrassment or loss of credibility due to high profile and public service nature of work.