



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

OPERATIONS MANAGER, EARLY YEARS AND CHILD CARE

The Durham Catholic District School Board is a publicly funded Catholic school board located in Durham Region, east of Toronto, Ontario. We are an inclusionary system with 38 elementary Schools 7 secondary schools and 4 Alternative and Continuing Education sites. We serve approximately 21,150 elementary and secondary students. Guided by the teachings of Jesus and committed to our organizational strategic plan's focus of Excellence, Equity and New Evangelization, we are engaged in a focused effort for student success and support ongoing professional development in the area of Inspiring Leadership.

The Director of Education is inviting applications from candidates interested in applying for the following position:

Operations Manager, Early Years and Child Care

Permanent, Full-time Position

For more information, please see the attached Job Description.

Interested candidates are invited to submit a cover letter and resume listing qualifications and experience to hr@dcdsb.ca on or before 4:00 p.m. on Friday, October 25, 2019. Please indicate "Operations Manager – Early Years and Child Care" in email subject line.

John Rinella
Chair of the Board

Anne O'Brien
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

www.dcdsb.ca

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.

POSITION DESCRIPTION

Draft

Title	Operations Manager, Early Learning and Child Care	
Location / Department	Catholic Education Centre	
Reports to	Student Achievement – Early Years	
Affiliation	Middle Management	
Salary Grade / Range	S3 (Under Review)	
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POSITION SUMMARY

Reporting to the Superintendent of Education responsible for Early Years, the Operations Manager, Early Learning and Child Care will provide guidance and support necessary to ensure the efficiency and effectiveness of the performance for all Designated Early Childhood Educators (DECE) employed in the Board's Early Learning Program (ELP) and facilitate professional relationships with third party Early Learning and Child Care (ELCC) partners.

The Operations Manager, Early Learning and Child Care will provide support to schools with DECEs for the ELP and support ELCC partners to offer programs that meet all legislative, DCDSB and Regional requirements. The Operations Manager, Early Learning and Child Care will work cross-functionally with other departments, ELCC partners, the Region through the Consolidated Municipal Service Manager (CMSM) and other community partners to ensure the ELP and ELCC programs are coordinated, managed and administered in an efficient manner.

DUTIES AND RESPONSIBILITIES

- Provide leadership and direction for all aspects of instruction, assessment and operations of the Board's Early Learning Program.
- Respond to community inquiries for information and problem solve issues regarding ELCC in accordance with applicable legislation and regulations.
- Nurture positive relationships between DCDSB educator teams and ELCC partners to foster positive learning environments for children within DCDSB facilities.
- Offer support to ELCC partners to facilitate the smooth operation of programs within DCDSB schools.
- Actively participate in community networks and committees (i.e. Best Start Network, Durham Child and Youth Planning Network) to encourage strong linkages between DCDSB and community services for children and families.
- Maintain relationships with the CMSM, community partners and other school boards to support system planning, program development and implementation within the ELCC community.
- Provide leadership and guidance to Principals and Vice Principals, Facilities Services staff and other system leaders to ensure consistency of program standards and procedures.
- Assist with the recruitment, hiring, placement, scheduling, supervision, performance management of the Designated Early Childhood Educators (DECEs) in the ELP.
- Involvement in the negotiation of local collective agreements and working conditions relating to DECEs.
- Assist with the mandatory employer reporting requirements to the College of Early Childhood Educators (CECE)
- Assist with the orientation and training of DECE staff.
- Build relationships and increase capacity by including ELCC partners in professional development when applicable and promoting community continuous professional learning opportunities.
- Collaborate with staff to co-develop and co-facilitate professional development sessions for school administrators, educators, and early years' partners.
- Organize training and professional development for early years' partners and educators.
- Assist in reviewing Health, Safety and Quality Standards within the program.
- Provide leadership and guidance to DECEs through coaching and professional development.
- Mobilize and build capacity within the DECEs to access and use data (i.e. Early Development Instrument) to make evidence-based decisions to understand potential vulnerability and needs to be addressed in program development.

POSITION DESCRIPTION

(continued)

Title: Operations Manager, Early Learning and Child Care	
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DUTIES AND RESPONSIBILITIES continued

- Communicate and advise Principals and other Board departments on pertinent information concerning the DECEs and offer information regarding operations and requirements of the ELCC partners.
- Collaborate with Teaching and Learning and Student Services staff concerning implementation, program development and activities for children with special needs and support early learning and child care partners.
- Provide information to families, schools and other Board departments in planning and community resources for the DECEs and Early Learning and child care partners.
- Provide necessary data for the Ministry of Education, Board and various administration.
- Assist and develop DECE performance standards for the ELP.
- Coordination of resources, supplies and services for the programs.
- Development and ongoing maintenance of the DECE manual and program standards.
- Coordinate the Board's Early Years hubs and school success programs with community partners.
- Develop and maintain the annual operating and capital Early Years budget.
- Perform other duties as assigned.

DEVELOPMENT

- Support school and system leaders re: capacity building of staff through the job embedded learning process.
- Develop goals and priorities for education policy curricula and programs and, where appropriate, do so in cooperation with other Teaching and Learning and Student Services team members.
- Establish a system level model for the development, implementation and review of programs, guidelines and curricula.
- Develop and submit an annual budget proposal to support the activities planned for the curricula and programs in elementary education.
- Establish liaisons with other boards and agencies involved in educational issues associated with Early Years.
- Assist in the development of Board and School Improvement Plans.

QUALIFICATIONS

Education

- Degree/College diploma in Early Childhood Education from a recognized university or community college
- Registered member of the Ontario College of Early Childhood Educators, in good standing

Experience

- Minimum five years related work experience as a supervisor or manager in a Child Care Centre, is required
- Experience in planning and implementing age appropriate programs

Other related qualifications/experience

- Ability to demonstrate excellent team leadership;
- Excellent problem-solving skills;
- Excellent oral and written communication skills;
- Excellent organizational and time management skills;
- Knowledge and experience in developing and facilitating professional learning;
- Knowledge of the Ministry of Education's early learning program;
- Working knowledge of related legislation;
- Sound knowledge of computer applications and software including Microsoft applications;
- Ability to foster a positive labour relations environment;
- Excellent interpersonal skills and ability to function as part of a team;
- Ability to maintain and project a professional image at all times;
- Ability to maintain confidentiality in all aspects of the work;
- Demonstrated commitment to customer service excellence;
- Knowledge of the Board's Mission Statement and understanding of Catholic Values;
- Current First Aid and CPR certification;
- Must possess a valid Ontario Driver's license and have access to a reliable vehicle; and
- Criminal Background Check suitable to the Board is a condition of employment.