

## Job Description

Position Title:	<b>Assistant Childcare Manager</b>	Affiliation:	<b>Exempt</b>
Reports to:	<b>Childcare Manager</b>	Date of Revision:	

### Position Summary

The Assistant Childcare Manager (ACCM) supports the leadership, supervision, and operations of School District Operated Childcares under the guidance of the Childcare Manager (CCM). The ACCM focuses on three primary areas: Programming/Pedagogical Support, Licensing Compliance, and Operational Assistance. This role includes assisting in the implementation and management of School District Childcare programs, supporting program registration, and overseeing day-to-day operations in the CCM's absence. The ACCM contributes to the planning, development, and supervision of age-appropriate activities that foster the cognitive, physical, social, and emotional development of children in alignment with the district's philosophy, Licensing Regulations, and the Early Learning Framework

### Duties and Responsibilities

#### 1. Key responsibilities of an Assistant Childcare Manager include:

- Support the Childcare Manager (CCM) in overseeing district operated Before and After School Care (BASC) programs.
- Assist with the expansion and improvement of childcare programs, including participation in yearly reviews.
- Act as a programming lead, ensuring activities are developmentally appropriate and engaging for children. Engage staff and student in long term pedagogical projects.
- Collaborate with the Vancouver Island Health Authority regarding licensing applications, inspections, and compliance requirements.
- Provide support to School Principals, Clerical Staff, and childcare program staff (Responsible Adult (RA), Education Assistant (EA), Childcare Coordinator).
- Step into the leadership role in the CCM's absence to ensure continuity in operations.
- Assist with the preparation and submission of funding reports, including Child Care Operating Funding (CCOF), Child Care Fee Reduction Initiative (CCFRI), Affordable Child Care Benefit (ACCB), and Early Childhood Educator Wage Enhancement (ECE-WE).
- Aid in staffing processes by working with the Dispatch Coordinator and Human Resources to address EA/RA shortages.
- Work with community early learning partners and regional organizations to enhance program offerings and standards.

## 2. Focused Responsibilities for the Childcare Manager include:

- Ensure the day-to-day operations of childcare programs run efficiently and effectively.
- Oversee program registration, maintaining accurate records and supporting families with inquiries.
- Monitor and ensure compliance with health, safety, and licensing standards.
- Assist in maintaining financial records, managing budgets, and supporting the CCM in financial planning for programs.
- Collaborate with the Human Resources department to support recruitment, onboarding, and training processes.
- Support staff through regular professional development, mentorship, and guidance.
- Assist in conducting staff meetings and providing updates on program changes, policies, and goals.
- Ensure programming and facility standards meet the Early Learning Framework and district policies.
- Collaborate with other agencies, professionals, and support services as required.

### Education and Experience

- Current, valid certificate with the BC Early Childhood Educator Registry
- Diploma in Early Childhood Education or a related field is an asset.
- Experience working with pedagogical narrations, and inquiry projects is an asset.
- Minimum of three years of experience in childcare or a related field, including work with children with special needs.
- Knowledge of the BC Early Learning Framework and childcare licensing regulations.
- Experience in program planning and supervising staff is preferred.
- Familiarity with basic accounting and financial management for program budgets.
- Proficient in office software and familiarity with Esikidz software is an asset.
- Valid BC Driver's License
- First Aid certificate as required by Childcare Licensing.

### Competencies

- Strong organizational, interpersonal, and communication skills.
- Ability to collaborate with diverse stakeholders and build positive relationships.
- Analytical skills for financial and program monitoring.
- Professionalism in managing confidential information and situations.
- Ability to handle high-pressure situations and emergencies with sound judgment.
- Commitment to fostering a respectful and inclusive environment for children, families, and staff.