



Associate Executive Director Program

Position title: Associate Executive Director Program

Accountable to: Executive Director

Job summary:

- Provides leadership and managerial support to the Kawartha Child Care Services early learning and care programs to ensure quality standards of care.

Description of key duties and responsibilities:

- Develop and administer the organizational policies on program, curriculum, and philosophy
- Plan, develop, and oversee the program administration to ensure operations are efficient and effective and consistent with stated strategic plan
- Prepare and interpret program reports and data to the management team and to the board of directors
- In consultation with the Executive Director and the Associate Executive Director of Administration and Finance, prepare the annual operating budget to ensure completion of strategic goals
- Supervise and coordinate all program development, consistent with strategic plan
- Establish and maintain appropriate organizational records and reports to ensure full legal compliance with regulatory bodies
- Prepare and ensure timely reporting as required by government and funding agencies
- Review and modify program support systems to ensure efficient achievement of goals
- Direct and supervise team leaders, curriculum consultant and applicable supervisors
- Participate actively as a member of the senior management team
- Represent Kawartha Child Care Services on appropriate community/professional committees.



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Qualifications

- Proficient with Early Learning and Care emergent curriculum
- Proficient with email, and MS products including Excel, PowerPoint and Word
- Knowledgeable of current early childhood education development
- Strong written, verbal, and interpersonal skills
- Ability to work independently and deal with ambiguity
- Ability to work as part of a small management team
- Ability to coach, provide employee performance, and guidance in a respectful manner
- Strong leadership skills

Education:

- A degree/diploma in Early Childhood Education

Work Experience:

- Five years experience in an Early Learning and Care supervisory role
- Experience working in an emergent curriculum
- Experience working in a not for profit setting