



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
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Position: Moss Rock Preschool Manager

Program Hours: Monday- Friday, 9am-1pm

Salary range/Hours of work: \$21.00-21.50 per hour, 35 hours per week (20 hours in program, 15 hours prep)

Benefits: 2 weeks paid vacation (to start), Extended Health and Dental, \$25 per month travel stipend and a work cell phone

Responsible/ Reports to: Early Years Coordinator

Overall Position Objectives

The Manager follows programming and day plans, coordinates, and delivers high quality, client centered childcare services within their specific program.

The Preschool Manager will plan and deliver a high quality, child centered preschool program and act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies by:

- Encouraging involvement from our Preschool families in Association activities
- Collaborating with the other Early Years Programs
- Maintaining a general knowledge of Fairfield Gonzales Community Association's services and programs
- Maintaining rules and regulations to create a comfortable atmosphere
- Attending staff meetings, and other community meetings, when necessary
- Supporting related FGCA activities and special events and generally promoting the mission of the association

Specific Job Duties and Responsibilities

Children

- With the support of the staff, coordinate and plan the delivery of age appropriate programs and activities for children up to 2.5-5 years of age
- Responsible for carrying the cell phone, first aid kit, and emergency information
- Provide a high standard of care to children in the program, with particular attention to physical safety and emotional well-being
- Promote children's self esteem and confidence building
- Provide age appropriate guidance and direction to children in care
- Provide all required care and support to program participants including, but not limited to; provision of first aid, behaviour management, and appropriate risk management
- Document and report all incidents suspected or confirmed of child abuse or neglect to the program supervisor and appropriate agencies

Parents

- Liaise correct information between the manager other team members and parents at managers discretion
- Communicate to parents any positive aspects of their child's day
- Inform parents/guardians of any relevant or significant challenges regarding their child (i.e., behavioural, emotional, physical)
- Be available for parent conferences or meetings when needed or requested
- Remind parents of extra costs, changing hours, special events, etc
- Understanding registration procedures
- Become familiar with all policies as stated in Staff and Parent Handbook
- Display and promote a positive family centered attitude and a helpful approach at all times

Administrative

- Monthly, the manager is expected to reconcile their monthly spending and track the spending through the excel program
- Maintain accurate registration records and report any registration changes to ensure accurate fees are being charged and input those changes in the database
- In collaboration with the Early Years Coordinator, plan and implement the registration process
- E-mail out monthly newsletters and important program information
- Keep the Childcare database up to date with accurate information

Personnel

- Attend all staff meetings and training sessions
- Communicate with manager and other staff to promote an open collaborative environment
- Report issues of concern to manager in a timely fashion
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, log book, safety etc.)
- Actively participant in conflict resolution

Communication

- Attend all staff meetings and training sessions
- Communicate with other staff to promote an open collaborative environment
- Report issues of concern to the Early Years Coordinator in a timely fashion
- Communicate with coworkers to ensure that licensing requirements are maintained (attendance, ratio, logbook, safety etc.)

Facility

- Work to create and maintain a healthy, safe, clean, and family centered environment
- Participate in daily cleaning as well as removal or correction of potential hazards
- Report any necessary repairs and replacements to the manager in a timely manner
- Maintain first aid kits to licensing standards

Qualifications (Education / Skills/ Abilities)

- Valid ECE Certificate
- Relevant work experience with children aged 0-5 in a licensed child care setting
- Relevant work experience supervising a team of staff
- Self-directed and confident when delivering quality early years programs
- Excellent inter-personal and customer service skills
- Solid record management skills
- Solid computer skills including experience with server based network and MS Office
- Strong written and oral communication skills
- Strong ability to maintain accurate records
- Standard First Aid and CPR (C)
- Criminal Record Check
- Record of immunization
- Minimum 19 years of age

Working Conditions

- Open work space, noisy public access point
- Regular interruptions by co-workers, program participants, public
- May have to support program delivery

Revised: July 2018