

Creating a Career Map at your Centre

When a new employee arrives at an organization, a career map provides a comprehensive overview of the roles within the organization, and the requirements and responsibilities of each role. There are many retention benefits of a career map including:

- Employees will understand what colleagues do, and how their roles differ.
- Reframes current position as a step on a career ladder with the organization, instead of just a temporary job
- Know what other roles will be available to them within the organization, particularly with increased education or years of experience
- Assist in career goal creation about where an employee would like to be in 10-15 years, and how to get there
 - Can be used as a reference point in a [mentoring/coaching program](#)
 - Can also be used to select opportunities in a [job shadowing program](#)

Example: Marie came into the organization as a Summer Program Assistant and loved working at your centre. She decided to pursue her ECE diploma and stayed on as a Supply Educator while she was in College. Referring to the provided Career Map, she realized she would need to be bilingual for many of the advanced opportunities at the organization. While in college, she decided to take additional French language courses to be prepared for these opportunities in the future.

All positions at the organization should be listed (including Senior Management) in a similar format, and descriptions kept short. More information can be provided in full job descriptions if an individual is interested.

For information on [Creating Job Descriptions](#)

An organizational chart should also be included in orientation documents to provide new employees with a full understanding of the organization and how they as an employee can grow as a professional within the organization.

Example Career Map (Ontario)

Supply Educator on Call

Education: Direct entry with experience or relevant education

Experience: Experience working with children

Overview: Supports the Early Childhood Educator and/or the Assistant ECE in providing nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment in cooperation with colleagues in the absence of customary early childhood educators or assistant early childhood educators.

Assistant Early Childhood Educator

Education: High School Diploma (ECE Assistant Certificate or ECE Diploma Equivalent asset)

Experience: 1 year of experience working in a group setting assisting in early learning and care activities for children

Overview: Supports the Early Childhood Educator in providing nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children in a group setting. Follow policies and procedures identified in the Child Care and Early Years Act (CCEYA) and the policies and procedures of our organization.

Group Program Manager

Education: Diploma in Early Childhood Education of equivalent recognized by College of Early Childhood Educators and Registration with the College of Early Childhood Educators and University Degree (Childhood Studies, Psychology, ECE, or other relevant discipline or equivalent experience)

Experience: Minimum of 10 years of relevant experience

Overview: Accountable for the overall provision of high quality child care and early learning, support services for children between the ages of 1 months and 12 years of age. The manager oversees delivery of all program services through leadership of staff, management of admissions planning and development of programs and services, assessment and evaluation of services, development and management of information and financial resources, development of policies and procedures and effective communication with agencies, families, government representatives and the wider community.

Accounts Receivable and Facilities Support

Education: High School plus post-secondary certificate or specialized courses in accounting or other relevant area

Experience: Over 2 years experience

Overview: Processes accounts payable according to established procedures and other financial duties as required. Supports program managers in the facility maintenance of their programs.