

**[Insert Name of Organization here]**  
**Program Coordinator Job Description**

**JOB CLASS:** Program Coordinator

**JOB TITLE:** Coordinator (*insert Level and/or Certification*)

**LOCATION:** (*insert program type and location*)

**REPORTS TO:** (*insert title of contact personnel*)

**SUMMARY:**

Under the guidance of the [*insert title of reporting personnel*], this position plans and directs the program of the child care centre, is accountable for the care of the children, supervises staff, and is responsible for license compliance. The Program Coordinator has responsibility for the daily operations of the centre, including, but not limited to: enrolment, staffing, training and development, employee relations, parent relations, Health and Safety, and electronic data management. The Program Coordinator monitors and coordinates the provision of nurturing, inclusive care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment. Follows requirements of all municipal, provincial/territorial and federal regulations; follows policies and procedures identified in the Child Care and Early Years Act (CCEYA); and follows the policies and procedures of [*name of organization*].

**KEY OBJECTIVES:**

- To perform duties in accordance with the mission statement and core values of [*insert name of organization*] and the mandate of [*insert name of program*]
- To provide high quality, inclusive, child care that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care.
- To assume a leadership and supervisory role to the group that the program coordinator is responsible for.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

- Coaches and supervises educators, support staff and students; schedules work and assigns responsibilities; chairs program staff meetings; participates in staff hiring and dismissal; evaluates educators and support staff; provides orientation and ongoing training staff and others; facilitates communication among staff; ensures sharing and

distribution of resources, arranges for replacement staff as needed; acts as a role model and provides leadership to the team.

- Provides leadership and assists staff in planning and implementing the daily program of learning experiences to ensure innovative, high quality, developmentally appropriate and culturally diverse, inclusive programs. Leads, guides and supports the early learning education team with strategies and resources to ensure full participation of all children, considering ability, cultural and linguistic diversity and Indigenous identity so that all children have opportunities for engagement, exploration and expression. Supports program staff with monitoring and evaluating the programs to ensure they meet the needs of children, families and the community.
- Works with the *[insert title of reporting personnel]* and staff to ensure the implementation of a philosophy of early learning and care at the centre is aligned with *[insert name of organization]* philosophy, mandate and vision, current pedagogical approaches, and the strategic priorities of the organization.
- Ensures compliance with all CCEYA staffing requirements including but not limited to: the orientation of new staff, staff qualifications, monitoring of performance and compliance to policies, development and implementation of individual and medical needs plans for children in care, emergency plan management, training and professional development of staff, staffing ratios and group size, and all others as outlined in the CCEYA.
- Supports employee performance development of all centre staff; delivers and documents performance reviews in compliance with CCEYA Legislation and *[name of organization]* policies. Monitors and supports ongoing training and tracks/fosters learning goals of all staff. Communicates with *[insert title of reporting personnel]* on any non-compliances with staff performance; consults with *[insert title of reporting personnel and/or board]* regarding staffing actions and implementation of development plans.
- Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs, parent/guardian meetings, and case conferences as required. Resolves parent concerns and complaints in accordance with *[name of organization]* policies. Collaborates with families to access information and resources to make informed decisions about their child(ren). Advocates for children and families in partnership with families and colleagues.
- Oversees the progress of the children and the program; demonstrates knowledge and application of methods of observation, documentation, and assessment to support learning; leads and supports documentation processes and critical reflection to enhance the program with new ideas and approaches in collaboration with educators and support

staff.

- Manages and establishes professional relations and partnerships in the community to strengthen and foster partnership opportunities for children and families.
- Oversees and monitors the health and safety of the centre; ensures implementation of standards set by the CCEYA; refers health and safety concerns to the [insert title of reporting personnel] and makes recommendations for change; records and reports accidents and serious occurrences; makes arrangements for ill children and ensures notification of families and supervision of child; oversees the administration of medication and arrangements for alternate pick up of late children; ensures centre is in compliance with sanitization regulations and food handling regulations. Works in accordance with [insert provincial/territorial/municipal] Occupational Health and Safety Standards. Responds to maintenance and repairs of centre.
- Manages centre enrolment; conducts family interviews and orientation to the centre, data collection, the preparation of monthly family billing and meets annual service targets.
- Prepares and produces written documents to meet program information and communication needs; administers group documentation and equipment and supplies budget; monitors budget and maintains petty cash; updates schedules and timetables regularly; designs documents for centre use; maintains children's attendance records, emergency information and the daily log book; collects medication information from families and informs staff; approves staff attendance records; develops prioritized list of equipment and supplies; oversees arrangements for field trips, community visits, special guests and special events; participates in local Program Coordinator meetings; keeps [insert title of reporting personnel and/or board] informed of pertinent information; answers and returns phone calls, emails; provides mail services for the centre.
- Respects confidentiality and relates to families, children and other staff members in a professional and ethical manner in accordance with the mandate and vision of the organization.
- Dependent on group size or needs, Program Coordinator may participate in ratio with a group of children for part of the day.
- Other related duties as may be assigned by [insert title of reporting personnel].

## **QUALIFICATIONS**

- Early Childhood Education Degree or Diploma, or equivalent/related education
- *[insert certification requirements in relation to provincial/territorial regulatory body]*
- Minimum of *[insert years of experience]* of child care experience
- Supervisory and/or designate experience an asset
- Well-developed skills in areas such as leadership, communication, organization, assessment, confidentiality, commitment and accountability, initiative and resourceful
- Strong administrative and organizational skills
- Sound knowledge of CCEYA
- Knowledge of best practices in the Early Learning development field
- Commitment to social inclusion and strong and effective relationship builder
- Ability to work independently and in a team environment
- Proficient in Microsoft Office
- Demonstrates the ability to network with community agencies and partners
- Clear Vulnerable Sector check – current in last 6 months
- Current Standard First Aid and CPR- level C
- *[Language requirements and/or assets of second language]*