



## ***Position Description***

Job Title: Early Childhood Education Manager/ Director  
Reports To: General Manager

### **Position Summary**

The ECE Manager oversees the day to day operations of our Early Childhood Education programs. This includes ensuring compliance with licensing, supervision and scheduling of staff, policy development and implementation, orientation of new families, budgeting and financial oversight, and coordinating special occasion centre-wide events.

As a member of Sumas First Nation's Executive Management Team, contributes to the leadership, planning, direction and vision of the organization; ensuring clarity around organizational priorities and goals, and collaboration for shared goals

### **Key Duties and Responsibilities**

Manage the day to day operations and finances of the ECE department:

- Recruit, train, coach, supervise and evaluate work performance of department staff. Provide staff with meaningful, objective and timely feedback on their job performance.
- Create professional development plans for department staff that meet program objectives and individual growth goals
- Staff scheduling, support and on-call staff coordination
- Ensures department runs in compliance with Human Resource policies and procedures, and BC licensing requirements
- In line with SFN mandate for major projects, works in collaboration with the EDO to develop strategic education and training plans that will enhance and promote SFN member employment opportunities within the department
- Contract management for services such as speech & language pathology, Indigenous language teacher, etc
- Develop, administer and report on annual departmental budgets. This includes accurate and complete reporting for all areas of responsibility, and ensuring departmental expenditures are within applicable policies and regulations.
- Provide community reports as required to general band meetings, and develop written reports for inclusion in SFN Annual Report, and to Chief and Council as requested.
- Manage funding sources such as; Federal core funding (AHSOR, nominal roll, SEP), fees, child care subsidy, FNEC funding streams
- Seeks out funding opportunities for SFN programs & services and submits all necessary reporting to ensure compliance with funding requirements
- Policy development & implementation (ensuring compliance with licensing and applicable SFN policy)
- Senior point of contact for families and community (registration, inquiries, ongoing communication, complaints)

- Oversees planning and implementation of programs, including engaging stakeholders to define measurable program outcomes
- Ensure available resources are effectively organized to meet operational needs
- In collaboration with Executive Team, develop and implement community communication strategy, ensuring community engagement strategy in place to maximize community involvement and participation in long term development plans
- Represents the ECE Centre by participating at local and regional tables related to the Early Years.
- **Other related duties as required**

### **Knowledge, Skills and Abilities**

- Strong leadership skills and ability to manage and mentor others. Positive role model to parents, students, staff.
- Excellent communication skills (written and verbal), with ability to advocate for and collaborate with others.
- Flexible and adaptable; ability to work under pressure.
- Excellent interpersonal skills and ability to work with a variety of people from different backgrounds (both internally and externally).
- Ability to develop and deliver engaging programming to children aged 0 - 6
- Knowledge of applicable laws, regulations and licensing requirements
- Proficient computer skills including MS Office
- Knowledge of the SFN Community and People, commitment to learn about and incorporate Indigenous culture, language and teachings into the Centre's curriculum

### **Training, Education and Experience**

- At least 5 years previous experience in a similar capacity, developing and delivering early childhood educational programming
- Administrative experience, including policy development and budgeting
- Early Childhood Education (ECE) Certification or higher and current license to practice in BC
- Completion of and possession of valid First Aid/CPR
- Clear Criminal Record Check required (Vulnerable Sector)
- Food handler training

### **Critical Success Factors**

- Ability to lead and build a strong, supportive team
- Ability to work independently without supervision and in a team environment where mutual support is essential
- Enjoy working with and engaging young children
- Desire to strengthen the SFN community by facilitating educational growth and wellness in our children.