

Rural Family Connections Inc.

Executive Director-Position Description

Primary Reporting: to the Rural Family Connections Board

Direct Reports: all staff (18 full time, part time and casual staff)

Job Purpose: plans, directs and manages all programming under the Rural Family Connections umbrella. Ensure services are responsive to the changing needs of parents with young children in this rural community and beyond, with a key focus on the priorities of superior early learning and care.

Key Accountabilities:

1. Business Planning Programming and Financial Management:

- a. Along with the RFC Board conducts program needs assessments and develops strategic business and operational plans in direct support of all program objectives. Along with the team develops and oversees implementation of all children's programming and the day to day operations of all programs within Rural Family Connections. This may include, together with the board, developing a strategic plan as we further develop this early years hub of services.
- b. Monitors and reports on program performance using financial as well as status reporting. This would be accomplished with the assistance of the staff responsible for data collecting and the book keeper.
- c. Along with the book keeper prepares and manages budgets for the MCNS, the MHCC and the Live and Learn EarlyON Child and Family Centre.
- d. Provides input and guidance to the NS executive committee as they assess their financial needs each year and work within their budget.
- e. In conjunction with the book keeper compiles all three budgets that then form the RFC overall budget.
- f. Ensures all financial management is conducted in keeping with accepted accounting practices and any reporting requirements that maintain the organization's charitable status.
- g. Ensures audits are conducted annually by a qualified party. Participates in the process when required.(These audits are required by the City of Ottawa and external funders.)
- h. Responsible for all expenditures with appropriate approvals.

2. Early Childhood Education and Care: Implementation of Programs

- a. Develops and implements children's programs, ensuring quality programs that support the Ministry of Education's pedagogy- How Does Learning Happen?
- b. With supervisory staff oversees enrolment in all programs, ensuring all legal and business protocols are maintained and appropriate records are kept.
- c. With supervisory staff monitors all programming. Ensures the daily programming provides a family friendly, child-centred, inclusive, play based environment that is consistent with the plans and responsive to the needs of the clients in all programs. Ensures staff are well qualified, experienced and supported to deliver the daily programming.
- d. Along with supervisory staff evaluates all programs.

3. Creates and Maintains Child-Centred Environments

- a. Establishes and maintains a safe, respectful, child centred environment that strives to exceed the requirements in the Child Care and Early Years Act and other regulating bodies such as Public Health and the Occupational Health and Safety Act.
- b. Establishes and maintains a child friendly learning environment that incorporates How Does Learning Happen? as it's pedagogy.
- c. Manages space requirements and specifications based on individual and collective needs, while keeping in mind CCEYA regulations.

4. Leadership and Human Resources Management

- a. Manages staff across all programs within Rural Family connections. Recruits, orients, directs, motivates, evaluates and supports all staff, either directly or indirectly, ensuring professional standards and training needs are met. This will include full time, part-time, casual and contract staff.
- b. Provides all levels of performance management including conducting performance evaluations, the identification and provision of professional development opportunities, corrective action and any terminations.
- c. Conducts staff meetings and establishes other communication processes as required to ensure effective and consistent communication within the programs.
- d. In partnership with the book keeper is responsible for ensuring all Human Resource and payroll practices are compliant with existing Labour and Human rights legislation.
- e. Annually, reviews staffing to ensure it continues to meet the needs of all programs.

5. Governance

- a. Maintains awareness of current, relevant legislation, governance policies and financial reporting requirements, ensuring the RFC organization is consistently in compliance.
- b. Ensures all regulations are met to maintain the Ministry of Education licenses and the Purchase of Service with the City of Ottawa.
- c. Guides the RFC Board and actively participates in the development and maintenance of governance policies, operational policies and guidelines.
- d. Monitors and evaluates policies governing the overall corporation.
- e. Ensures all salaried and contract staff are educated in and compliant with all relevant governance, legislation and requirements.
- f. Monitors, evaluates and makes changes to policies to ensure they continue to meet the needs of the organization and its clients.
- g. Provides regular status reports to the board on all finances, programming, partnerships and other relevant activities. Implements any direction from the board.

6. Family and Community Relations

- a. Family: Creates and maintains a family-friendly environment that supports a culture of respect for families, promotes family involvement, provides resources and acts as referral to external resources.
- b. Community: Creates and maintains connections in the Community. Builds connections and fosters partnerships with external services and resources. Determines requirements and identifies new opportunities.
- c. Advocates on behalf of quality early learning and care.
- d. Oversees marketing, website, facebook and other social media communications that promote and inform families in our communities.

7. Facilities-Ensures A Safe and Healthy Environment

- a. Oversees the management of facilities, ensuring all premises are maintained in good repair in accordance with the standards in CCEYA and compliance with building regulations and codes.
- b. Assesses risk.

- c. Develops emergency procedures for all three programs keeping in mind Serious Occurrence reporting set out by the Ministry of Education and the Fire Department.
- d. Ensures safe food handling practices are in place.
- e. Maintains a procedure for informing and reinforcing procedures pertaining to anaphylactic allergies.
- f. Participates in the design of new and existing facilities.

(This is the job description as it stands now. Going forward this description can be modified to suit new responsibilities)