

Policy 3: Role of Director

3.1. Director-Board Relations

- The Board shall hire one full time Executive Director. Approximately 0.5 Full Time Equivalent (FTE) shall be spent on director duties and 0.5 FTE on childcare supervision.
- The Board may choose to hire Assistant Director(s) or Supervisor(s) as it deems appropriate. Each Assistant Director or Supervisor shall be supervised by Executive Director and assigned a specific portfolio of duties. Total FTE allocated to Director and Assistant Director(s) duties shall not exceed 1.5 FTE.
- Division of Duties shall be per Appendix C. Director may delegate their duties to Assistant Directors or other staff as appropriate. Any delegations expected to exceed one month duration should be communicated to Board in writing. Delegation of duties may be reviewed annually at discretion of the board; Board shall retain decision making duties and Director shall retain responsibility for daily operations.
- The Board shall provide the Director with an annual evaluation per Appendix B

3.2. Criteria for Selection of Director and Assistant Director(s)

- Provide recent criminal record check with vulnerable sector
- Valid First Aid and CPR certificate
- Must reflect qualities embodied in Code of Conduct
- Must have worked a minimum of 5 years in Early Childhood Education
- ECE Level 3 or equivalent preferred but not required

3.3. Duties of Director

- Director and Assistant Director(s) shall work flexible hours at their discretion but are expected to be on site a majority of the time, reasonably available to parents, and shall not jeopardize Policy 5: Staffing
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The following duties are expected of the Director and should not be delegated:

- o Director is accountable to the board and responsible for the day to day operations of the daycare by ensuring compliance with the *Saskatchewan Child Care Regulations, Saskatchewan Child Care Act, Saskatchewan Labor Standards* and the policies of the centre that are established in consultation with the Board of Directors.
- o The Director shall provide the Board with an annual evaluation of all other employees per Policy 4.
- o Management of staff, including hiring, scheduling, payroll, performance evaluation, discipline, and professional development
- o Accountability to Ministry of education, including grant submission, reporting, etc.
- o Primary point of contact for daycare families, community members, service providers, media spokesperson, etc.
- o Director shall have access to Credit Card Per Policy 7: Budget, Finance, and Purchasing

The following duties are expected of the Director but may be delegated:

- Director shall attend Board meetings as requested and provide a written update report one week prior to the meeting using the Director Report Template provided. Director may delegate attendance to Assistant Director(s) or invite Assistant Director(s) to board meetings as appropriate. All meetings of the board to have an In-Camera session without Director or Assistant Director(s) present. Implement board developed policies and procedures; provide feedback and formative evaluation of policies as needed.
- Management of finances, including book keeping and purchases
- Management of new enrolments, including maintaining waitlist, responding to queries, and on-boarding new families or families whose enrolment status changes
- Oversight of volunteer hours and opportunities, manage new volunteers
- Formal communications
- Special projects, including development of before-and-after-school programming and school-aged care over summer
- Management of facilities, including preventative maintenance and renewal project
- Consult with kitchen coordinator to develop a 6 week menu rotation following recommended best practices for the dietary needs of the children per Policy 11. Meals & Nutrition. This menu will consider special occasions, holidays, and cultural sensitivities. Menu will be approved by Director
- Purchase and acquire food items within predetermined budget
- Regularly inspect building envelope, interior, and outdoor play area for preventive maintenance opportunities and bring identified projects to the board's attention for completion in a timely manner; minor PMR is responsibility of Director
- Purchase items for daycare per Policy 7: Budget, Finance, and Purchasing and Policy 17: Facility and Property
- Ensure centre is clean and safe
- Provide tours for new families
- Any additional emergent and immediate issues
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3.4. Director Wage and Benefits

- Director wage to be negotiated annually in conjunction with annual performance review; primary considerations include available funding, Ministry thresholds, cost of living, and comparable positions. Wage shall not be less than provincial average for equivalent position.
- Employment benefits paid by Board include: Employment Insurance (EI), Canada Pension Plan (CPP), and Workers Compensation (WCB).
- Vacation leave will accumulate at the rate of 1.5 days per month. Vacation usage and records of vacation use must be discussed and submitted in writing to the board at least one week prior to vacation. Vacation use must not jeopardize Policy 5. Staffing
- Director shall be provided with a SCD owned laptop and printer to use for SCD duties and activities.
- Director and Assistant Directors shall use personal cellphone if necessary to complete board activities off-site. Remuneration shall be provided at \$30 per month.

- Director will be expected to work a *maximum* of 44 hours per week. Anything over 8 hours per day to be paid or banked at time x 1.5. No staff member, including Director(s) shall carry-over 40 hours or more banked time.

3.5. Termination of Director

- The Director and/or Assistant Director(s) may be terminated, demoted, or reduced hours if: the SCD becomes non-financially sustainable for any reason; unsatisfactory results of annual performance review; gross neglect or misconduct that puts SCD at financial or legal risk.
- If terminated, the Director will be informed in writing and cease to receive payments immediately.