**Job Description (JDF):**

**SERVICE DIRECTOR**

An Education and Care Director leads and manages the staff at an early learning centre. The job description of an Education and Care Director includes information on the ways in which the individual provides guidance and support to educator staff and cultivates an environment in which children and their parents can feel safe, secure, and well-educated.

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| **POSITION TITLE:** | Service Director | **AWARD:** | Based on experience and qualifications with rate determined by the Children’s Services Award (MA000120) |
| **REPORTS TO:** |  | **REPORTING ROLES:** |  |
| **PRIMARY OBJECTIVES:**  |
| The Education and Care Director is the individual responsible for everything that goes on at the service facility and, as such, must keep aware of all goings on at the facility |

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| **KEY RESPONSIBILITIES:**  |
| **Key Result Area** | **Major Activities** | **Performance Measures** |
| **Essential Duties and Responsibilities of an Education and Care Director** | Coordinate daily operations of the service, including staffing, programming, health, and maintaining and upholding safety policies and procedures |  |
| Plan, mentor and assist a team of Early Childhood Educators |  |
| Conducts interviews and reviews the qualifications of all new staff before hiring the most qualified applicants for teaching, administrative, or support staff positions. |  |
| Build and maintain strong relationships with staff, children, and families. Ensure a strong focus is maintained on the service philosophy and play-based practices |  |
| Lead and develop a team of educators, teachers and administration staff to deliver high-quality education and care |  |
| Team development, supervision and performance management while maintaining a positive team environment |  |
| Orders and purchases resources and materials including toys, books, educational aids, cleaning supplies, food, and first aid supplies. |  |
| Organises monthly schedules for special events, and holidays |  |
| Ensure the organisation's Quality Improvement Plan is implemented and maintained to a high standard |  |
| Works with educators to find ways to address any behavioural or learning concerns. Ensuring Positive communication with children and their families |  |
| Ensures that the service and staff adhere to all National and State Laws and Regulations |  |

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| **KEY RESPONSIBILITIES:**  |
| **Education and experience:** |
| * Associate’s or Bachelor’s degree in Early Childhood Education and Care / Education.
* Demonstrated experience in a similar leadership/management position (At least 5 years’ experience working with children in a children’s service or administering education and care)
* Excellent working knowledge of the EYLF, including the Assessment and Rating process
* Current Working With Children check
* Current National Police Clearence
* Current First Aid, Asthma & Anaphylaxis certificates
* Child Protection training
* Minimum of two professional referees (to be available on request)
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| **Work environment:** |
| * Time is spent in the Education and Care service, divided between desk work and supervision/coordination of staff.
* Must be able to take on contact with children.
* Must be able to work some additional evening / and or weekends while hosting events/ information nights.
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| **POSITION HOLDER’S****SIGNATURE:** |  | **PRINT NAME:** |  | **DATE:** |  |
| **MANAGERS SIGNATURE:** |  | **PRINT NAME:** |  | **DATE:** |  |