



A GUIDE FOR PERFORMANCE EVALUATIONS AND COMPENSATION FOR CHILD CARE ADMINISTRATORS

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TJ SOLUTIONS

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INTRODUCTION

Thank you for purchasing the Guide for Performance Evaluations and Compensation for the Child Care Administrator. The purpose of this guide is to assist Board of Directors or Owners in establishing “best” practices in performance management of their Child Care Administrator.

This guide includes a template job description, tips on compensation, and a sample performance tool based on the following:

- **The legislative requirements under the Ministry of Education and the Child Care and Early Years Act and Public Health Ontario**
- **The Ministry of Labour**
- **Learning for Every Child Framework**
- **Requirements under Quality Assessments**

The templates and samples included with this guide will assist Boards/Owners in developing their own performance evaluation and compensation strategy/policy for the Child Care Administrator.

HOW TO USE THIS GUIDE

After reviewing the contents of this guide, the Board/Owner in conjunction with their Child Care Administrator should use the template job description provided to revise the Child Care Administrator’s job description to accurately reflect the job expectations and practices in their own organization.

Once you have created an accurate job description you can use the evaluation template to create a performance evaluation protocol that can be used in a consistent fashion annually even if the membership of your Board changes. The Child Care Administrator’s performance evaluation tool will assist your organization in creating a meaningful and transparent process that focuses on both personal skills and the organizational dimensions of the Child Care Administrator’s work.

Feel free to contact us if you have any questions,

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The information contained in this handout is intended as a general guide only. The samples provided are to be used as tools only; organizations must create their own policies. It is not intended to replace or be relied on as professional advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer. Please be advised that TJ Solutions cannot give legal advice.