



UPDATING JOB DESCRIPTIONS FOR CHILD CARE ORGANIZATIONS



Joy Lerman & Terri Carr
TJ SOLUTIONS

UPDATING JOB DESCRIPTIONS FOR CHILD CARE ORGANIZATIONS

TABLE OF CONTENTS	PAGE
INTRODUCTION & HOW TO USE THIS GUIDE	2
SAMPLE JOB DESCRIPTIONS	
EXECUTIVE DIRECTOR/SUPERVISOR JOB DESCRIPTION	4
ASSISTANT DIRECTOR	14
SITE SUPERVISOR JOB DESCRIPTION	20
SENIOR OR TEAM LEADER REGISTERED EARLY CHILDHOOD EDUCATOR	23
REGISTERED EARLY CHILDHOOD EDUCATOR	31
EARLY CHILDHOOD ASSISTANT	38
SUPPLY STAFF REECE OR ECA	43
CHILD CARE CENTRE COOK	47

INTRODUCTION

Thank you for purchasing the Guide to Updating Your Job Descriptions. This guide is intended to be used by organizations to update employee job descriptions by providing clear descriptions regarding the level of skill, effort, expectations, standards, essential duties, and the level of responsibility required for the job.

Inaccurate or outdated job descriptions can leave your organization exposed to Human Rights complaints, unfair hiring practices, pay equity challenges, accommodation issues, and termination problems.

Detailed and accurate job descriptions will assist organizations in:

- Defining roles, duties, responsibilities and performance expectations
- Establishing performance standards that can be measured and documented
- Creating an objective performance-based merit system
- Support evidence bases performance reviews
- Assists in meeting AODA obligations by defining the essential functions of the position
- Assists in recruitment, hiring, orientation, professional development and ongoing performance management of employees

HOW TO USE THIS GUIDE

The purpose of this guide is to provide you with a road map on how to write job descriptions that differentiate the levels of authority, responsibility, and accountability between Supervisory, RECE, ECA, and supply staff. As the Ministry allows for different rates of pay based on seniority systems, education, level of authority, and merit/performance-based evaluations, it is important that your job descriptions illustrate these differences to substantiate differences in levels of pay amongst your staff.

As an added benefit, by providing clarity and framing job descriptions around supervisory responsibilities, authority in making decisions and accountability, your job descriptions will also assist you in orienting new employees to their positions and provide clear direction to existing staff.

The different templates provided in this document are meant to serve as a guide only and should be used as a tool to assist you in updating your current job descriptions. Please be sure to customize or blend the information contained in the templates to accurately reflect the job classifications, expectations and practices in your organization.

For organizations who have multiple sites, with different pay scales for Site Supervisors based on experience and the size of the site being managed. It is important that you codify the differing levels of responsibility and authority to justify any difference in pay amongst your supervisory staff.

To ensure that your job descriptions comply with the Ontario Human Rights Code and AODA make sure the job requirements focus on essential duties or bona fide occupational qualifications/requirements. Try to avoid including job requirements that serve to exclude potential candidates based on any of the prohibited grounds outlined in the Human Rights Code.

Ensure your job descriptions identify the skills, knowledge and abilities needed to perform the job including any required special training, licenses, degrees, and/or competencies in a specific area.

No single job description can capture everything. Always ensure your job descriptions remain flexible by including the following:

- The job duties and responsibilities of (*position*) include but are not limited to the following and any other duties delegated or assigned by the Board of Directors, Owner, or Executive Director.

Feel free to contact us if you have any questions,

Joy Lerman & Terri Carr

joylerman@tjsolutions.ca or tjsolutionsbilling@rogers.com

416-516-8888

