

Child Care Administrator National Occupational Standards

The Child Care Administrator National Occupational Standards define what is expected of a qualified Early Childhood Education and Care (ECEC) Administrator.

The standards were developed through extensive consultation with the Canadian Child Care sector, and they reflect current practices, trends and emerging themes in the workplace, research, and education. The standards are inclusive and representative of the entire ECEC sector, and are applicable to anyone working in an administrator role in ECEC.

The standards represent the skills and knowledge required to be a Child Care Administrator anywhere in Canada: they are what the sector, and employers, need.

Inclusive, Current, Up to Date

The standards have been updated with a focus on themes affecting the sector today: family involvement, collaboration, accommodating diversity, and inclusive practices.

Dozens of specific tasks are included, organized into the following categories:

- Child Development and Care
- Collaborate with others
- Human Resources
- Financial Management
- Operations
- Health and Safety
- Leadership
- Communication
- Universal Declaration of Human Rights

The standards also include new or improved content:

- *Work with Others*—a new section on working with and managing volunteers, community leaders, etc.
- *Manage Home-based Child Care Contracts*—a new section covering skills and knowledge required to manage this growing area of the sector and meet legislative requirements in some jurisdictions
- *Develop Plans*—updated to reflect the growing involvement of administrators in business planning, development, marketing, etc.
- Other additions and changes reflecting best practices and current or emerging trends.

Trend in the Field

Child Care centres are hiring administrators from other sectors who have business management backgrounds, but often lack training and knowledge in education and child development theory. Alternatively, experienced early childhood educators are moving into administration roles, but lack the necessary administration and management skills.

The updated Child Care Standards cover the skills required of leaders in child care organizations, and are a useful resource for those transitioning into an administration role from within the ECE sector or from a non-related field.

How to Use National Occupational Standards

Early Childhood Educators

Self-assessment: Use the standards to benchmark skills and knowledge against what is required in the occupation; to set professional goals and learning objectives; and to identify training and professional development opportunities.

Career Advancement: Use the standards to understand what is required of a Child Care Administrator; to develop the necessary skills and knowledge for advancement; to prepare cover letters and applications for child Care Administrator positions; and to prepare for certification or licensing.

Child Care Administrators

Develop Job Descriptions: Use the standards to set clear expectations of candidates; to clarify hiring needs by identifying skills and knowledge gaps in the organization; and as a reference to clarify the relationships between roles within the organization.

Develop and Conduct Performance Appraisals: Use the standards as a benchmark for performance; to identify skills and knowledge required of employees; to identify employees' areas of strength and weakness; to identify employees' training needs; and to set employees' professional development goals and learning objectives.
Provide Leadership: Use the standards as a reference to build community awareness; as a tool for collaborating with parents, volunteers and other stakeholders; and to improve leadership and communications skills overall.

Postsecondary Faculty and Trainers

Inform, assess and improve curriculum: Use the standards to identify minimum skills knowledge and abilities to be covered in new program; as a program evaluation tool to ensure that skills required of the occupation are covered in existing programs; and to benchmark current practices and develop learning goals and objectives for students.

Improve Portability of Credentials: The standards were developed by Child Care Administrators representing jurisdictions across Canada, and can be used to develop program credentials reflecting the realities of these jurisdictions. Use the standards to identify the skills and knowledge required in various occupational settings; to identify the skills and knowledge required when working with a variety of age groups, and to identify the skills and knowledge required when working with children of varying backgrounds and needs.

Policy Makers

Assess curriculum: Use the standards to benchmark current practices and to determine if minimum required skills, knowledge and abilities are covered in curriculum.

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Certification and Licensing: Use the standards to ease labour mobility by developing nationally recognized certification and licensing programs; to establish competencies for certification and licensing programs; to improve consistency of programming to ensure all learners meet certification and licensing requirements; to ease labour mobility issues by establishing credentials.