

ALUMNI

In Focus

Current Job:

Assistant Director,
Kanamanawasowin Child Care
Centre
The Pas, Manitoba

What her job entails:

The job I currently hold as assistant director is quite rewarding. I assist the director with many tasks. - staffing, enrollment, subsidy reporting, recording payments and issuing receipts as well as preparing the monthly news letter. Other duties include organizing monthly staff meetings, ISP meetings, greeting parents and assisting parents needs as well as assisting staff in rooms for planning.

Future Plans:

I love my current role and I have a great team to work with, so I have no current plans to change careers! However, this program will open many doors for me as I can now be a director of a child care centre.

How did your UCN Program Help launch your career?

Taking this program has taught me many things in the administration part of child care, from payroll to staffing issues.



Shannon Hayes

Early Learning and Child Care Post- Diploma Certificate Program, 2020

What key competencies did you acquire?

The ELCC Program gave me a strong foundation in basic accounting skills and principles, which have been of great value in my role as assistant director. Accounting skills are fundamental to an administrative role in any early learning centre and as a result of this program, I have better understanding of the financial aspect of managing day to day operations.

Building relationships with parents and supporting professionals in their practice was another skill area which I was able to strengthen throughout my studies. Through learning more about indigenous culture, I've developed greater understanding and as a result, I've developed greater cultural competence in my professional practice.

The program also prepared us to develop centre resources such as a parent handbook and staff orientation binder. In addition, we also learnt about the Human Resources aspect of day-to-day operations and how it works for the overall benefit for ECE's. These skills are invaluable as I have already been able to apply them in my current role.

Anything else you would like to share to encourage prospective students?

Being an administrator of an early learning and child care centre is a very rewarding career! The ELCC Program provides you with a core set of foundational skills which are essential to a leadership role in this field! If you are considering either the ELCC Post-Diploma Certificate Program or UCN's ECE Diploma Program, truly know that this is a big commitment and you will be challenged with the work involved, but you rewarded with a great career in the end!!