SKILLS FRAMEWORK FOR EARLY CHILDHOOD
SKILLS MAP - DIRECTOR

Sector	Early Childhood
Track	Early Intervention
Occupation	Early Intervention Educator
Job Role	**Director**
Job Role Description	The Director is responsible for providing leadership in strategic and operational planning across Centres. He/She drives development of cross-Centre partnerships, initiatives and improvements for the effective delivery and quality of Centre programmes and services. He/She establishes and oversees implementation of policies, procedures and standards as well as risk management frameworks to ensure quality teaching, curriculum development and student well-being across Centres. He/She also drives staff professional development, student enrolment and manpower requirements across the Centres. A highly experienced specialist who possesses strong leadership skills and the ability to build and leverage effective relationships with stakeholders, He/She works in varied settings such as in Early Intervention teaching Centres, student care Centres, special education schools, and other Voluntary Welfare Organisations.

	Critical Work Functions	**Key Tasks**
Critical Work Functions and Key Tasks	Manage manpower resources	Provide directions on the recruitment strategies across Centres
		Review manpower plans for approval across Centres
		Drive staff development, training and mentorship programmes across Centres
		Drive development of new strategies to improve staff performance
	Manage Centre operations	Set strategic direction for the Centre
		Drive development of annual work plans and budget plans across Centres
		Oversee development of cross-Centre programmes and initiatives
		Review Key Performance Indicators across Centres
		Oversee improvements on systems and processes and operations across Centres
		Advocate the importance of appropriate health, safety, nutritional and hygiene standards and procedures
	Drive compliance and risk management activities	Oversee risk management initiatives across Centres
		Establish new or revised policies, procedures and standards across Centres
	Drive programmes and service excellence initiatives	Set organisational directions for cross-Centre partnerships and delivery of services
		Drive cross-Centre collaborations to enhance initiatives and programmes
		Develop strategic long-term plans to improve the quality of the learning environment across Centres
		Spearhead the enhancements of curriculum and programmes across Centres
	Manage student affairs	Review reports on student statistics to relevant agencies
		Design student enrolment policies for Centres
	Collaborate with families and stakeholders across disciplines	Inculcate a culture of collaboration across Centres
		Drive initiatives to establish partnerships and collaborations with families and community stakeholders across the Centre

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		Establish a culture of professional collaboration with families and community stakeholders across Centres		
		Champion initiatives that build business relationships across all Centres and with key stakeholder groups		
Skills and Competencies	**Technical Skills and Competencies**		**Critical Core Skills (Top 5)**	
	Centre Innovation and Change Adoption	Level 6	Developing People	Advanced
	Child Safety and Protection	Level 5	Decision Making	Advanced
	Coaching and Mentoring	Level 5	Global Perspective	Advanced
	Collaborative Practices with Stakeholders across Disciplines	Level 6	Influence	Advanced
	Community Partnership	Level 6	Problem Solving	Advanced
	Data and Information Management	Level 6		
	Diversity and Inclusion	Level 6		
	Ethical Conduct and Professional Integrity	Level 6		
	Financial Administration	Level 6		
	Health, Hygiene and Nutrition for Children	Level 6		
	Interaction and Relationship	Level 5		
	Operations Management	Level 6		
	Professional Advice and Engagement	Level 6		
	Resilience and Self-care	Level 6		
	Situation Management with Families and Community	Level 5		
	Social Service (Early Intervention) Programme Development and Implementation	Level 6		
	Staff Communication and Engagement	Level 4		
	Staff Continuous Learning	Level 5		
	Team Management	Level 6		
	Visioning and Strategic Planning	Level 6		
Programme Listing	For a list of Training Programmes available for the Early Childhood sector, please visit: www.skillsfuture.gov.sg/skills-framework/earlychildhood			

The information contained in this document serves as a guide.

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