

Level 6

A Director is an employee who holds a relevant Degree or a 3 or 4 year Early Childhood Education qualification, or an AQF Advanced Diploma, or a Diploma in Children's Services, or a Diploma in Out - of - Hours Care; or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer or the relevant legislation to be appropriate or required for the position, and who is appointed as the director of a service.

Indicative duties:

- **Responsible for the overall management and administration of the service.**
 - **Supervise the implementation of developmentally appropriate programs for children.**
 - **Recruit staff in accordance with relevant regulations.**
- **Maintain day - to - day accounts and handle all administrative matters.**
- **Ensure that the centre or service adheres to all relevant regulations and statutory requirements.**
 - **Ensure that the centre or service meets or exceeds quality assurance requirements.**
 - **Liaise with families and outside agencies.**