



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment (ECE)	Early Childhood Coordinator	
Position Number(s)	Community	Division/Region(s)
71-1287	Yellowknife	Early Childhood Development & Learning/HQ

PURPOSE OF THE POSITION

The Early Childhood Coordinator is responsible to lead, manage and coordinate the development, implementation, in-service and evaluation of Early Childhood Development Curriculum in the Northwest Territories (NWT) to ensure that children and students receive a high quality of early childhood and educational experiences and programs that meets their needs.

SCOPE

Reporting to the Director of Early Childhood Development & Learning (ECDL), and located in Yellowknife, the Coordinator is responsible for managing, supporting, promoting and actively encouraging: student-centered/family-centered, culture-based, process-orientated, interactive, experiential, cognitively challenging, inclusive education in accordance with the *Official Languages Act*, the *Child Day Care Act*, the *Education Act*, Departmental philosophy, guidelines, directives, curricula and regulations, and the ECD and Education Renewal (ER) initiatives.

The Coordinator also works closely with ECE and Department of Health and Social Services (HSS) colleagues across multiple divisions, often in a team-based approach. ECE is currently undertaking a process of renewal both in the early childhood sector and JK-12 schools. Substantial changes to curriculum and assessment approaches may result from this work. It is anticipated that this Coordinator position will require substantial inter-disciplinary theme and project based work. The position works closely with colleagues and educators across the NWT, as well as with other jurisdictions in Canada.

The Coordinator controls a budget of up to \$500,000, with spending authority of up to \$20,000 and contract authority up to \$200,000.

RESPONSIBILITIES

1. Lead, manage and coordinate the development, implementation, in-service and evaluation of early childhood programs and teaching, curriculum and support for the preschool sector across the NWT.

- Analyze, research, and report on early childhood curriculum, preschool support, and early childhood service needs in the early childhood sector in cooperation with education bodies and regional offices of the Department;
- Develop, adapt and write curriculum, policy, directives, guidelines, program of studies, and promising practices documents and programs that support Departmental priorities;
- Develop and deliver workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches in response to the articulated needs and Departmental priorities of Early Childhood Development curriculum, preschool support and early childhood services, and competency-based early childhood education; and
- Complete correspondence, reports and briefing notes associated with Ministry functions.

2. Provide leadership within the educational system by advising education authorities and other groups/agencies with respect to Early Childhood Development and Learning Division and Departmental priorities, by participating and providing leadership in inter-divisional working groups.

- Participate constructively in the major ECE initiatives of the early childhood and education renewal process and in relevant departmental working groups related to the Department's mandate;
- Actively participate in the monitoring, evaluation and accountability activities with ECE's Planning, Research and Evaluation (PRE) Division;
- Collaborate with ECE's Policy, Legislative and Communications (PLC) Division to ensure that support, resources and activities are congruent with established departmental legislation, policies, philosophies and directions;
- Collaborate with ECE's Finance and Capital Planning (FCP) Division to negotiate, establish, and manage contracts, budgets and projects to ensure they achieve established goals in a timely and cost effective manner; and
- Submit written reports on site visits, meetings, workshops and conferences, and write professional journals, newsletters, and educational publications to promote established priorities and provide information about TL initiatives and projects.

3. Support implementation of the Right From the Start Early Childhood Development Framework and Action Plan and mandated items, including Universal Child Care, quality early childhood programming (e.g., Early Learning Framework, Early Childhood Environment Rating Scale or ECERS), training and support for licensed early childhood programs.

4. **Support administration of Early Childhood Program (ECP) funding and Early Childhood Intervention Program (ECIP) funding, in collaboration with other ECE staff.**
5. **Act as the ECDL Director as required.**
6. **Perform other tasks, duties and functions as assigned by the Director of ECDL.**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of early childhood development and early learning philosophies, theory, pedagogy and instructional practice;
- Understanding of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department;
- Knowledge of child development, pedagogy, and instructional leadership;
- High levels of knowledge and expertise in:
 - Early learning and junior kindergarten/kindergarten education;
 - Curriculum development, design and implementation;
 - Inclusive schooling and student support; and
 - Culture-based education;
- Ability to develop or coordinate the development of curricula, strategies, research projects, literature reviews, resources and support materials;
- Ability to work cooperatively in team situations;
- Strong coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with Elders and community cultural resource people;
- Understanding of Aboriginal culture and educational history and context in order to incorporate traditional knowledge into all aspects of the work;
- Strong ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences;

- Knowledge of contracts and procurement services required to support particular projects and initiatives;
- Ability to communicate effectively with colleagues within the Division and the Department, other Government of the Northwest Territories (GNWT) Departments and agencies, education bodies, regional offices, colleges and people in the communities;
- Excellent written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents;
- Demonstrated expertise in delivering workshops in an adult learning environment;
- Effective use of computer technology for communication and presentations; and
- Ability to manage time and tasks efficiently and effectively.

Typically, the above qualifications would be attained by:

Enrolment in, or completion of a Master's Degree in Early Childhood Education, Education or equivalent education and experience in a related field and (8) years of related work experience, including a minimum of five (5) years of successful experience working in a licensed child care facility or teaching in a JK-3 Northern classroom. Preference will be given to a candidate who has early childhood or JK-3 education experience within a Northern context. Proficiency of the incumbent in at least one NWT Aboriginal language or French would be an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
- READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
- WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Aboriginal Language - not specified

- Required
- Preferred