

JOB DESCRIPTION

POSITION:	EARLY YEARS PROGRAM DEVELOPMENT OFFICER		
DEPARTMENT:	Housing & Children's Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543577
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.15

DUTIES:

Reporting to the Manager, Children's Services or designate, this position will be responsible for promoting quality learning by using an emergent curriculum approach to achieve high quality care programs; Train, coach, and mentor educators and community partners by providing pedagogical resources and information about the teaching process and how learning takes place in order to enhance their ability to engage children and support parents; Collaborate with educators and teams to support reflective practice curriculum explorations and the development of observation and documentation skills for early literacy/early learning; Provide feedback and data on early literacy/learning to assist educators, centres, and early learning programs to identify priorities, define quality measures, and establish outcomes and performance indicators; Work with Children's Services Supervisors to develop and deliver a variety of training programs; Collaborate and partner with school boards to ensure consistency across all early learning supports/services and to maximize resources across programs for all partners in Windsor-Essex; Provide reports to the Manager, Children's Services, Ministry of Education and others; Liaise with Ministry of Education, College of Early Childhood Educators, Association of Early Childhood Educators of Ontario and any provincial/local network; Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a two (2) year post-secondary school diploma from a community college in Early Childhood Education or Ontario Ministry of Education equivalency.
- Must have over five (5) years' of current experience in the delivery of early years and/or child care programming;
- Must have current registration and in good standing with the College of Early Childhood Educators;
- Must have demonstrated up to date knowledge and understanding of the Child Care and Early Years Act, 2014 (CCEYA); Ontario's Renewed Early Years and Child Care Policy Framework; Ontario's Pedagogy for the Early Years- How Does Learning Happen?; as well as other applicable Ministry of Education resources (ELECT; Think, Feel, Act, etc);
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Demonstrate planning, organizational and implementation skills;
- Computer literacy in Windows environment and proficiency in Microsoft Word, Excel, Outlook, and PowerPoint;
- Must be proficient and possess excellent written, analytical and oral communication skills;
- Demonstrated knowledge in areas of program delivery and implementation;
- Experience working with children with special needs would be considered an asset;
- Strong problem-solving, mediation, negotiating and planning skills;
- Ability to interpret data, legislation, program material and analyze issues;
- Knowledge of municipal role, functions, challenges in children's services program delivery;
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff

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of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.