



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Early Childhood Coordinator	
Position Number	Community	Division/Region
71-15016	Yellowknife	Early Learning and Child Care /HQ

PURPOSE OF THE POSITION

The Early Childhood Coordinator is responsible to lead and coordinate the development, implementation, and monitoring of Early Learning and Child Care (ELCC) federal agreements and related transformation of the ELCC system in the Northwest Territories (NWT). This includes development, implementation, and enhancement of post-secondary and professional learning to support access to quality ELCC programming. This position contributes to the department and ELCC divisional goals including supporting access to quality, affordable, inclusive ELCC programming throughout the NWT.

SCOPE

Located in Yellowknife, the Early Childhood Coordinator (Coordinator) will report to the Manager of Professional Learning and System Transformation, and supports, promotes and actively encourages child and family-centered, culturally safe and community-based, inclusive programs, Junior Kindergarten/Kindergarten (JK/K), and in accordance with the *Child Day Care Act*, and related regulations, strategic documents related to the work of the ELCC division and the Department of Education, Culture and Employment (ECE). This position will develop, implement, and inform reporting related to strategic plans, such as the 2030 ELCC Strategy, federal agreements and action plans that support ongoing improvements to the ELCC system in the NWT.

The Coordinator collaborates closely with colleagues across other ECE divisions to achieve shared initiatives and goals related to Departmental guidelines, early learning strategy, JK to Grade 12 education initiatives, and related post-secondary professional learning opportunities. The Coordinator collaborates with colleagues in other Government of the Northwest Territories (GNWT) departments and with multiple partners, including federal, provincial, and territorial partners, to effect positive change within the ELCC system in the NWT.



The Coordinator works in an environment where there are political and public expectations; the position requires expertise to deal with highly sensitive situations which are time sensitive. The incumbent must be able to deal with the pressures of tight timelines and will experience frequent conflicting interests and perspectives.

RESPONSIBILITIES

1. Lead and coordinate the development and implementation of post-secondary and professional learning opportunities for educators employed in licensed programs across the NWT.

- Develop and deliver workshops, in-service sessions, courses, and presentations to promote quality ELCC programming.
- Lead and coordinate the establishment of contribution agreements and contracts with organizations to support the delivery of professional learning and post-secondary learning opportunities.
- Draft correspondence, reports and briefing notes and respond to requests as needed.
- Manage contribution agreements and/or contracts related to post-secondary and professional learning.

2. Lead initiatives related to ELCC system transformation.

- Collaborate with colleagues from ECE's Corporate Services divisions to support the monitoring, evaluation, and accountability activities regarding federal and territorial investments.
- Support and participate in provincial, territorial, and federal communication and working groups related to the ELCC system.
- Support negotiation, development, and implementation of major initiatives such as the Canada-NWT ELCC Agreements and Action Plans, the 2030 Early Learning and Child Care Strategy, and territorial, federal, and national reporting requirements.
- Develop and implement the NWT Early Learning Framework.
- Administer funding for family literacy programming.

3. Function as the ELCC Manager of Professional Learning and System Transformation as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual demands.

Mental Demands

The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of early childhood development and early learning philosophies, theory, pedagogy, and instructional practice.
- Knowledge of and/or the ability to acquire knowledge of ELCC program delivery options and methodologies.
- Knowledge of and/or the ability to acquire and apply knowledge of the northern ELCC sector including systemic strengths and barriers that may exist to influence the provision of quality programming.
- Knowledge and understanding of research, trends, and developments in the field of ELCC in the NWT, across Canada, and internationally.
- Knowledge and/or the ability to acquire and apply knowledge of the geographic, social, historical, and political factors and issues which affect the delivery of ELCC programming.
- Knowledge of contracts, contribution agreements and procurement services required to support programs and initiatives.
- Skilled in the delivery of professional learning opportunities for educators working in licensed ELCC programs.
- Written communication skills for a variety of areas including briefing notes and correspondence.
- Skills relating to delivering workshops in an adult learning environment.
- Computer technology skills for communication and presentations.
- Planning, organization, and time management skills.
- Ability to develop, adapt, and implement the NWT Early Learning Framework.
- Ability to administer funding for family literacy programming.
- Ability to apply understanding of Indigenous culture and context to incorporate Indigenous knowledge in ELCC programming.
- Ability to communicate effectively with senior management and with colleagues within the division and the department, other GNWT Departments and agencies, regional offices and Indigenous Governments and community organizations.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

A bachelor's degree in early childhood education and two (2) years of experience working in a licensed ELCC program, JK/K classroom, or related setting.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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 applicable)

- 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

Indigenous language: Select Language

- Required
- Preferred