



## IDENTIFICATION

| Department                        | Position Title             |                    |
|-----------------------------------|----------------------------|--------------------|
| Education, Culture and Employment | Early Childhood Consultant |                    |
| Position Number                   | Community                  | Division/Region    |
| 71-5809                           | Fort Smith                 | South Slave Region |

## PURPOSE OF THE POSITION

The Early Childhood Consultant (ECC) position is located in one of the five regional Education, Culture and Employment (ECE) Service Centres and is responsible for supporting the Government of the Northwest Territories' (GNWT) mandate, goals and priorities related to increasing access to affordable quality, inclusive early learning and child care programs. The ECC is responsible for licensing and supporting early learning and child care programs in accordance with GNWT legislation.

The ECC informs and supports the design, development, implementation, in-service and evaluation of early learning and child care programs and services, as required to support the transformation and development of the early learning and child care system in the Northwest Territories (NWT).

## SCOPE

Located in a Regional Service Centre, the Early Childhood Consultant reports to the Regional Superintendent, and is responsible for licensing and inspecting early learning and child care programs in the NWT in accordance with the NWT *Child Care Act* and *Child Day Care Standards Regulations*.

The ECC is also responsible for the provision of effective supports and monitoring of activities to ensure the effective management and accountability of regional early learning and child care funding. The ECC is responsible for ensuring that the NWT *Child Day Care Act* and *Child Day Care Standards Regulations* is adhered to, and the *2030 Early Learning and Child Care (ELCC) Strategy* and federal agreements and actions plans, are supported throughout the region.

This position works closely with staff within the Early Learning and Child Care (ELCC) division and other GNWT staff, as required.



The incumbent is required to travel via small aircraft and/or automobile to communities to meet with community groups and organizations and to inspect early learning and child care programs for compliance with legislation. Travel can occur during extreme weather conditions and cold temperatures, and the incumbent may be required to travel alone. Travel is variable throughout the year.

This position requires the incumbent to be cognizant of issues and community context throughout their region. Sensitivity is required to ensure productive working relationships with all groups. The incumbent will need to be able to manage shifting priorities from colleagues, operators and the public which may challenge the ability to concentrate and respond to issues that may be time sensitive.

The ECC controls a budget that varies depending on the region they work in, with spending and contract authority of up to \$50,000.

## **RESPONSIBILITIES**

### **1. Promotes the importance of early childhood development using a variety of tools and procedures.**

- Travels to communities to assess and generate interest in the development of quality early child care programming.
- Develops and delivers workshops and presentations to community groups on different models of early learning and child care programs and services.
- Provides professional information and support to groups wanting to design developmentally and culturally appropriate programming to meet the needs of all children, including those with specific developmental needs.
- Provides ongoing support and assistance to communities for the planning, design and delivery of quality early learning and child care programs and services.

### **2. Provides support to communities and community groups in the planning, design and delivery of licensed early childhood programs and services.**

- Provides information to community groups on licensing requirements and procedures governed by the *NWT Child Day Care Act* for the different models of early learning and child care programs and services.
- Works with community groups to assess potential program facilities, determine their suitability for licensing and, as required, assists the group in creating a plan to reach the required standard.
- Requests *Child Day Care* license for eligible programs.
- Assists communities and early learning and child care program boards to assess department funding.
- Participate in professional learning to support quality improvement in licensed early learning and child care programs.



- Monitors and evaluates existing programs to ensure they continue to comply with legislative requirements and provides constructive feedback and support as needed.
- Responds to serious occurrences and investigates complaints about early learning and child care programs and takes actions as required.
- Works with early learning and child care program operators to determine and deliver on-going professional learning for staff.

**3. Promotes and manages the ELCC funding within the regions,**

- Promotes and administers funding programs in collaboration with other ECE staff;
- Participates in review committees as required, to determine successful recipients of ELCC funding.
- Oversees the review and development of financial documents to fund early learning and child care programs for approval by the Superintendent.
- Oversees the ongoing monitoring of ELCC-related funding for early learning and child care programs.
- Communicates funding information to early learning and child care programs, as well as those interested in operating an early learning and child care program.

**4. Lead, manage and coordinate the development, implementation, professional learning and evaluation of early learning and child care programs and services for licensed early childhood programs in the NWT.**

- Collaborate with colleagues and engage with early learning and child care programs to support transformation and development of the ELCC system.
- Develop and deliver professional learning opportunities to promote departmental initiatives and approaches in response to the articulated needs of early learning and child care programs and departmental priorities.
- Support implementation of the *2030 ELCC Strategy* and federal agreements and action plans.
- Draft correspondence, reports and briefing notes associated with the department.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.



### **Mental Demands**

The incumbent is required to travel to small communities throughout the fiscal year with variability each year depending on the region and number of early learning and child care programs.

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of NWT communities, Indigenous peoples and culture, including NWT Indigenous leadership, leadership systems and community leaders.
- Ability to learn and apply awareness of Indigenous educational, social and cultural issues and challenges, specific to, but not limited to, the NWT.
- Knowledge relating to early childhood development theories and their application to ensure early learning and child care programs benefit from evolving thought in the field.
- Knowledge of human resource development and adult learning theory and practices to ensure assistance to community groups, early learning and child care program boards and staff is appropriate to these audiences.
- Knowledge of the content and interpretation of the *NWT Child Day Care Act and Standards Regulations*.
- Knowledge and expertise in early childhood education including developmentally appropriate practices in early childhood.
- Knowledge of child development, pedagogy, and instructional leadership.
- Knowledge of contracts and procurement processes required to support particular projects and initiatives.
- Ability to learn and apply understanding of Indigenous cultures and educational history and context to support Indigenizing early childhood education.
- Ability to understand departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in departmental documents.
- Communication and intra- and interpersonal skills to explain legislation and policy and to deal effectively with licensed early learning and child care operators and staff, members of the public, and various other partners.
- Computer skills including spreadsheet (Microsoft Excel) and word processing (Microsoft Word) applications to convey financial information, including a facility with computerized financial databases; and the ability to use computer technology for presentations.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence.
- Coordination, facilitation and interpersonal skills in a variety of cultural and community contexts, including working with Elders and community cultural resource people.
- Ability to deliver workshops in an adult learning environment.



- Ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences.
- Ability to work collaboratively in team situations.
- Ability to work within the guidelines set out by ECE and within the legislation.
- Ability to communicate effectively with colleagues within the Division and the Department, other GNWT departments and agencies, education bodies, regional offices, colleges and people in communities.
- Ability to speak to Elders and community members and make them feel at ease.
- Ability to manage time and tasks efficiently and effectively.
- 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 diploma in early childhood education and two (2) years of related work experience that includes teaching in or supervising a licensed early learning and child care program.

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