

1. IDENTIFICATION

Position No. 09-3947	Job Title Early Childhood Officer	Supervisor's Position 09-7641, Director	
Department Education	Division/Region Kitikmeot Career & Early Childhood Services	Community Cambridge Bay	Location Kitikmeot
Fin. Code:			

2. PURPOSE

Main reason why the position exists, within what context and what overall results.
The incumbent is responsible for promoting quality early childhood programs and services, assisting communities and community groups to plan, design and deliver effective programs and ensuring that these programs and services meet the required standards. The incumbent also assists in the development of a continuum of integrated early childhood programs and services across Kitikmeot Region which includes the administration of the Healthy Childhood Initiative.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
The position is located in Cambridge Bay and has regional responsibilities. This position monitors a budget which varies depending on portfolio assignment. Expenditure decisions in the programs can have immediate client impact. The incumbent is required to liaise with other government departments, career development officers, community governments, regional Inuit Organizations, partners and agencies. Program design and delivery can have a great impact on client well being.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.
As a professional position, the incumbent is expected to incorporate the principles and practices of sound early childhood development. With a primary focus on early childhood programs, the incumbent is required to work co-operatively with other members in the early childhood education field to: <ul style="list-style-type: none"> • Promote the importance of the early childhood years as the foundation for children's development • Promote the importance of quality in early childhood programs and services to support children's development • Promote the importance of parents in their children's development • Promote and share information with the public and with communities on different models of early childhood programs and services • Provide support to communities for the planning, design and delivery of quality early childhood programs and services that respond to their particular needs

- Ensure standards related to facilities and programs for young children are clearly communicated to care providers and compiled with
- Assist communities and Boards to access funding for programs and services.

The incumbent will be responsible for the regional administration of the Healthy Children Initiative, including chairing the Interagency committee who will evaluate community proposals for Health Children funding. The Interagency Committee must have representation from the Department of Education and Health and Social Services, if applicable, the committee may include a Health Promotion Officer, a Community Wellness Co-ordinator or other relevant personnel. The incumbent is responsible for the distribution of the funding for the Initiative in the Kitikmeot Region.

Early Childhood programs and services are a high priority. It is a politically and publicly sensitive area, and with a potential for significant external funding. In the area, the incumbent is required to make decisions of a sensitive nature related to early childhood programs and services.

The incumbent is required to have a high degree of personal initiative, creativity, sound judgement, leadership and professional expertise. (S)he will be required to work within the goals, objectives, and priorities established by the Department.

The incumbent is expected at various times to:

Work co-operatively with early childhood staff, and other agencies;

Provide professional guidance and leadership to individuals/groups working this area;

Provide professional information and guidance to regional personnel.

Licensing/Monitoring of Programs/Facilities

Ensure facilities and programs meet the required standards as defined within the NWT Child Day Care Manual by:

- Providing information to community groups on licensing requirements and procedures in the Child Day Care Act for the different models of early childhood programs and services;
- Working with community groups to assess potential program facilities, determine their suitability for licensing and/or make recommendations for changes to bring them up to the required standard prior to opening;
- Monitoring existing programs to ensure they continue to conform to licensing requirements and making recommendations for changes as necessary;
- Preparing reports of onsite visits confirming compliance to the Child Day Care Act and follow-up actions as required;
- Promoting the importance of supporting licensed facilities among the public of Nunavut;
- Investigating complaints about facilities and programs and taking action as required;
- Liaising with applicable agencies with respect to standards of operation.

Ensure high quality programs by:

- Promoting the importance of the early years in terms of children's development through presentation and workshops, regional newsletters, sharing of up to date resource materials, public service announcements

- Providing information and support to ensure that programs are developmentally and culturally appropriate and meet the needs of all children, including those who require support;
- Working with community groups and Early Childhood Programs to determine and respond to the training needs of their staff;
- Monitoring and evaluating early childhood programs and services;
- Sharing information with programs on “best practices” related to early childhood programs and services.

Respond to community needs and community groups to plan, design and deliver early childhood programs and services by:

- Collecting and sharing information with the public and communities on the broad range of different models of early childhood programs and services that are available (e.g. child care centres, day homes, play schools, nursery schools, pre-school programs, language nests, early intervention supports)
- Providing professional advice and support to early childhood programs and services
- Assisting them to assess their need and determine the program and services that best respond to these needs
- Promoting the importance of parental involvement in early childhood programs and services
- Providing information and support to access available funding, including Healthy Children Initiative Funding
- Reviewing funding applications and making recommendations with respect to the application
- Chair the interagency committee (representatives from Education and Health and Social Services) to review the proposals for the Healthy Children Initiative

Support a continuum of integrated early childhood programs and services in Nunavut by:

- Collecting information on current developments related to early childhood programs and applying these concepts create up-to-date- innovative programming in Nunavut situation
- Providing support for care providers across Nunavut
- Participating in organization of territorial and regional conferences and workshops in this area
- Providing public information on early childhood programs and services
- Working with interdepartmental and intergovernmental groups to co-ordinate resources and activities
- Providing support and professional information to individuals working in Early Childhood programs and services.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

An understanding of Early Childhood development
 Strong analytical abilities and good judgment
 Good written and oral communication skills
 Negotiating effectively in a cross-cultural setting
 Knowledge of early childhood programs and services
 Ability to set priorities and develop work plans
 Ability to design and modify early childhood programs
 Knowledge of administration and budget systems
 Ability to deliver presentations and workshops
 Ability to develop, assess, monitor and evaluate Early Childhood Training programs, workshops and presentations
 Diploma in Early Childhood Education
 At least 4 years experience in Early Childhood program, some of which is in Nunavut
 First Aid, Infant/Child CPR
 Clear criminal record check
 Experience working with community groups, including aboriginal groups
 Experience in mediating and facilitating groups
 Ability to prepare and deliver workshops
 Win-win negotiating skills and experience in mediating and facilitating groups
 Programs and budget management skills
 Administrative and report writing skills
 Motivating skills
 Keyboarding and computing skills
 Research skills
 Creative program solving skills
 Fluency in Inuinnaqtun or Inuktitut an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence of physical demands, environmental conditions, demands on one’s senses and mental demands.

Physical Demands

Indicate the nature of adverse environmental conditions to which the jobholder e is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Extensive travel is required and this can be tiring.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Sensory Demands

Indicate the nature of demands on the jobholder’s senses to make judgement through touch, smell, sight and hearing, and judgement and accuracy.
The area of Early Childhood Education is high profile and often politically and publicly sensitive.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.
Pressures exerted by demands from headquarters, regions and care providers and parents.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
December 2, 2011	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.