



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Children's Early Years Pedagogical Leader	Reports to: Manager of Children's Early Years Community Services
Department: Social Services	Division: Children's Early Years
Effective: September 2017	Revised: December 2017

BASIC FUNCTION:

This position reports to the Manager of Children's Early Years Community Services and is responsible to support the increase of quality through capacity building in the early year's sector throughout the Wellington service delivery area. Through the use of evidence-based research, and consideration of legislative and service system requirements, this position will provide professional development opportunities, resources, and support services primarily for the pedagogical aspect of community based children's early year's programmes. Duties also include, but are not limited to, administrative requirements, community training, liaising with community agencies and committees, and adhering to the College of ECE's Standards of Practice and Code of Ethics.

PRINCIPAL RESPONSIBILITIES:

Under the direction of the Manager of Children's Early Years Community Services, the Children's Early Years Pedagogical Leader has the following duties and responsibilities:

- Uphold Standards of Practice and Code of Ethics of the College of Early Childhood Education in all interactions.
- Have a working knowledge of relevant Ministry legislation, policy and curriculum documents and the ability to interpret.
- Provide coaching and mentorship to community- based board of directors and service providers in their role as leaders for their organization.
- Provide inclusive and collaborative support to enhance reflective practice and build capacity in the pedagogy of early years' programmes through on-site coaching, mentorship and planned professional learning.
- Develop, facilitate and implement professional learning opportunities including training materials and presentations across all aspects of the Early Years system.
- Work collaboratively with other community service agency staff to build capacity and support interdisciplinary practice.
- Document observations and actively listen while maintaining resiliency abilities when supporting individuals with complex performance matters.
- Assist community leaders in developing new procedures to support their organization.
- Support organizations to establish, write, and uphold policies and procedures pertaining to provincial legislation and municipal requirements.
- Negotiate and establish contracts with speakers and venue providers for conferences and training events
- Maintain records for event registration, receipt of monetary payments and issuing receipts for payments.
- Provide a solution focused approach when working with challenges.
- Attendance as required at meetings and events which may occur on evenings and weekends.
- Plan and implement agency events.
- Report legislative non-compliances to the Ministry of Education and uphold "Duty-to-Report" legislative practices to Family and Children's Services
- Represent the County of Wellington in a professional manner.

- Communicate significant concerns and complaints with regards to programme quality to the Manager of Children's Early Years Community Services.

ACCOUNTABILITY:

Actions in this position could cause some embarrassment within the department. Must monitor to ensure that all contracted early years programmes meet and maintain Ministry legislation and County of Wellington requirements and standards.

PHYSICAL EFFORT AND WORKING CONDITIONS:

- Physical activity is light and of long duration, such as sitting at a workstation and driving.
- Work is performed in environments with occasional exposure to minor conditions or hazards, such as environment variations when travelling to early years programmes and noise and interruptions within early years programmes.

CONTACTS:

This position frequently handles contacts of a difficult, specialized or sensitive nature for the purpose of influencing or securing cooperation, with the following:

Internal: Social Services Staff at all levels.

External: Community programme supervisors, staff/caregivers, home visitors, home child care providers, and not for profit volunteer board members, students, contracted services.

MINIMUM QUALIFICATIONS:

- High School graduation, plus an additional Early Childhood Education Diploma or a letter of equivalency issued by the Association of Early Childhood Educators Ontario.
- Must be a Registered Early Childhood Educator in good standing.
- Over two years of related full time experience in a direct supervisory/management and/or adult education capacity in the children's early years' sector.
- Ability to recommend changes to established methods or procedures.
- Ability to solve complex problems by creating and recommending a wide range of possible solutions.
- Working knowledge of accounting functions, including but not limited to recording revenues and expenditures, and working within an allotted budget for events and resources. Ability to coach and mentor in an inclusive and collaborative manner.
- Highly developed interpersonal skills and critical reflection skills.
- Strong presentation planning and implementation skills.
- Excellent customer service skills and the ability to work with a diverse client group in a professional manner.
- Strong organizational skills with the ability to maintain accurate records.
- Effective time management and decision making skills.
- Ability to multitask and work independently.
- Well-developed written and verbal communication skills.
- Ability to maintain confidentiality.
- Proven commitment to ongoing professional development and growth.
- Flexibility and capacity to adapt to change.
- Knowledge of computers, software, programmes and databases, including Microsoft Powerpoint and Publisher, and Photoshop.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check (upon hire and every five years thereafter)
- Proof of Education/Early Childhood Education Registration in Good Standing
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- Up-to-date Immunization Record

OTHER:

- Regular Work Hours: 35 hours per week, flexibility of hours is required
Collective Agreement between the County of Wellington