



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment (ECE)	Early Childhood Territorial Licensing and Program Support Coordinator	
Position Number	Community	Division/Region
71-15018	Yellowknife	Early Childhood Development and Learning - HQ

PURPOSE OF THE POSITION

The Early Childhood Territorial Licensing and Program Support Coordinator leads, manages and coordinates the licensing and inspections for all licensed early childhood programs in the Northwest Territories (NWT), through a delegated authority by the Director of Early Childhood Development and Learning (ECDL) as outlined in the *NWT Child Day Care Act and Standards Regulations*.

As part of this responsibility, the Coordinator develops policies and procedures, as well as accountability measures, for the training and certification of licensed early childhood program staff and ensures they are adhered to. This includes providing oversight, direction, coordination and support to the Department of Education, Culture and Employment (ECE) Regional Early Childhood Consultants (ECC) who inspect and license early childhood programs in each of the regions. Sensitive cases are dealt with by this position, in consultation with the Regional ECC and the Coordinator is responsible for providing direction to ECCs and recommendations to the Director in sensitive situations which may have political, legal, or other considerations.

This position is responsible for ensuring that the departmental and early childhood development program goals, as outlined in the *Right from the Start: Early Childhood Development Framework and Action Plan* are met including access to quality, early learning and child care programming throughout the NWT. This is done by ensuring all licensed early childhood facilities are regularly monitored and inspected, and that Early Childhood Development (ECD) curricula, services and supports are in place for children to receive a high quality of early learning and care that meets the needs of children and families throughout the territory.

SCOPE

Reporting to the ECDL Director, and located in Yellowknife, the Coordinator is responsible for leading and managing the monitoring and inspections of territorial licensed early childhood facilities in the NWT in accordance with the *NWT Child Day Care Act and Standards Regulations*, Departmental philosophy, guidelines, curricula, Early Childhood Development (ECD) Action Plan and Junior Kindergarten (JK) to Grade 12 Education Renewal (ER) initiatives. The Coordinator also provides leadership and supervision to the ECCs located at the ECE Service Centres in the North Slave, South Slave, Dehcho, Beaufort-Delta and Sahtu regions, and to community groups across the NWT. The Coordinator leads the planning and delivery of effective programs and services that align with the *Right from the Start: ECD Framework and Action Plan*.

The Coordinator also works closely with colleagues in other GNWT departments to accomplish their work, including the Fire Marshall (MACA) and Environmental Health Officer (HSS Population Health), often in a team-based approach. Based on the evolving context of early childhood in the territory, the Coordinator makes recommendations for ongoing improvement to the early childhood sector.

The Department of ECE is currently undertaking a process of renewal both in the early childhood sector and Junior Kindergarten to Grade 12 (JK -12) schools. Substantial changes to curriculum, program and assessment approaches may result from this work. It is anticipated that this Coordinator position will require substantial inter-disciplinary theme and project-based work and the ability to work with multiple stakeholders, including federal, provincial and territorial partners, to effect positive change within the early childhood sector in the NWT.

The Coordinator is expected to work collaboratively within the Education Operations and Development (EOD), Teaching and Learning (TL), Health, Wellness and Student Support (HWSS), and Culture and Heritage (CH) divisions, and the Aboriginal Languages and Learning Secretariat (ALLS), in addition to other GNWT departments, and colleagues and educators from across the NWT, Yukon, Nunavut and other jurisdictions in Canada, often in a team-based approach following current foundational frameworks and their corresponding action plans, and directives including:

- *Right from the Start: Early Childhood Development Framework;*
- *Directions for Change: Education Renewal Framework;*
- *The Inclusive Schooling (IS) Ministerial Directive;*
- *A Shared Responsibility: NWT Aboriginal Languages Plan;*
- *The Aboriginal Language and Culture-Based Education (ALCBE) Ministerial Directive;*
- *Skills for Success: 10-Year Strategic Framework;* and
- *Strong Cultures, Strong Territory: GNWT Culture & Heritage Strategic Framework.*

The Coordinator leads the activities of eight (8) Regional Early Childhood Consultants, controls a budget of up to \$500,000, with a spending authority of up to \$20,000 and contract authority of up to \$200,000.

RESPONSIBILITIES

1. Provide strategic leadership at a territorial level for the promotion, planning and managing of Early Childhood Program delivery in accordance with GNWT Acts, regulations, departmental policies and standards.

- Lead the development of policies and procedures and communication tools to promote the importance of early childhood development through early childhood programs and services, parental involvement and quality programs and services;
- Lead the development of standardized delivery of workshops and presentations to the public and to communities on different models of early childhood programs and services;
- Analysis of politically sensitive situations related to licensing for the purpose of providing recommendations to the Director of Early Childhood Development and Learning on interpretation of the legislation and decision-making related to compliance with the *NWT Child Day Care Act* and *Standards Regulations*.
- Provide professional information and guidance to Regional ECE Superintendents and Early Childhood Consultants relating to best practices for the planning, design and delivery of high quality early childhood programs and services;
- Provide targeted support to Early Childhood Consultants for the management of inspections of complex, licensed early childhood programs which require methodical and careful documentation to ensure legislative compliance, as well as the ability to discern the best approach to politically sensitive situations that have multiple considerations, including legal, health and safety, and other; and
- Recommend changes and/or amendments to the legislation, policy or guidelines that govern early childhood programs and services based on evidence.

2. Lead the monitoring, evaluation, inspection and reporting of licensed early childhood programs under the delegated authority of the legislative Director of Child Day Care Services.

- Lead the work of Regional Early Childhood Consultants to ensure inspections of licensed early childhood program facilities are completed in a timely manner in order to allow opportunities for program staff to remediate deficiencies;
- Manage the Risk-Based Licensing and Inspection system leading to relevant information from annual inspection reports being available to the public and parents in accordance with the *Access to Information and Protection of Privacy Act* and recommend changes for ongoing improvement of the system;
- Provide ECD leadership to Regional Early Childhood Consultants to ensure that coordination, monitoring and inspections of programs are completed in the regions according to the requirements and schedule identified in the *NWT Child Day Care Act*;
- Authorize and issue program facility licenses as delegated by the legislative Director; and
- Intervene and lead the resolution of sensitive situations related to the licensing and inspection of early childhood programs in the NWT, including using experience and expertise to make difficult decisions that are precedence-setting.

- 3. Lead the activities of Regional Early Childhood Consultants regarding the distribution of information to and support for community groups on licensing requirements and procedures to ensure adherence to the *NWT Child Day Care Act*.**
 - Provide direction for and supervision of Regional Early Childhood Consultants to ensure consistent standards for ECD programs across the NWT;
 - Ensure facilities and programs meet the required standard in accordance with *GNWT Acts*, regulations and departmental policies and standards;
 - Lead the revision and/or development of new policies and standards, as required, as continual improvement of the early childhood sector in the NWT;
 - Lead meetings with the Fire Marshall and Environmental Health Inspectors to ensure that fire and health safety standards are met;
 - Develop and implement inspection schedules and follow-up processes to ensure all inspections are completed on an annual basis; and
 - Oversee the Early Childhood Consultants as they conduct inspections, approve programs and issue licenses for eligible programs.

- 4. Provide leadership and contribute to the ongoing effectiveness of regional programs, partnerships and networks:**
 - Provide opportunities for collaboration between ECDL divisional staff, other GNWT Departmental staff and agencies and community groups in all regions in the NWT;
 - Lead special events, such as career fairs, conferences and workshops (i.e., National Child Day) to promote programs, services and career development opportunities in the Early Childhood Development sector; and
 - Coordinate and present at conferences and workshops for early childhood development program staff and other interested community members.

- 5. Manage and coordinate the distribution of funding through established Early Childhood Program funding.**
 - Support the development of payment directives, policies and procedures, and systems related to the Early Childhood Program (ECP) funding;
 - Lead training and provide support to Early Childhood Consultants to ensure the distribution of funding to licensed early childhood programs;
 - Establish and manage program budgets based on *GNWT Financial Administration Act* and program requirements; and
 - Review program budgets to ensure expenditures are within approved *Finance Administration Manual (FAM)* guidelines and policy.

- 6. Support implementation of the *Right from the Start: Early Childhood Development Framework and Action Plan*, including areas specifically related to improving the quality of licensed early childhood programs. This includes leading the development and implementation of the certification process and developing a comprehensive, standardized training plan for early childhood staff working in licensed programs, and the orientation and training of Early Childhood Consultants required prior to their ability to conduct inspections and license facilities.**

7. Act as the ECDL Director, as required.

8. Perform other tasks, duties and functions as assigned by the ECDL Director.

WORKING CONDITIONS

Physical Demands

Much of the incumbent's time is spent sitting in front of a computer with frequent opportunity to get up and move about.

Environmental Conditions

The incumbent works in a busy work environment with frequent interruptions which can impact one's ability to concentrate.

The incumbent is required to travel via small aircraft and automobile to communities throughout the NWT to meet with community groups and organizations and to inspect early childhood programs and facilities for compliance with legislation.

This form of travel can often be hazardous and uncomfortable and can occur during extreme weather conditions and cold temperatures. The incumbent may be required to travel alone.

Sensory Demands

No unusual demands.

Mental Demands

This position requires a high degree of sensitivity and expertise in order to deal with highly sensitive situations related to licensing and operating day cares and family day homes. The incumbent must be able to deal with the pressures of tight timelines in order to respond to urgent situations that relate to the safety of children.

The incumbent is required to travel to small communities throughout the NWT to deal with challenging situations and to mentor/train Early Childhood Consultants for their role in the regions.

The incumbent will be exposed to frequent conflicting interests and perspectives, and works in an environment where there are political and public expectations and diverse client needs which require diplomacy and sound judgment, particularly during Legislative Assembly sittings.

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

KNOWLEDGE, SKILLS AND ABILITIES

- High levels of knowledge and expertise in:
 - Early Childhood Development Program delivery options and methodologies;
 - Conducting inspections of Early Childhood Development Programs;

- Strategies for delivering professional development and mandatory in-service training for staff; and
 - Managerial supervision of program staff within programs and across regions.
- Expertise in dealing with **conflicting interests and perspectives** and with discerning the pertinent aspects of a situation in order to recommend the best course of action for senior management;
- Knowledge of contracts, contribution agreements and procurement services required to support programs and initiatives;
- Ability to communicate effectively with senior management and with colleagues within the Division and the Department, other Government of the Northwest Territories (GNWT) Departments and agencies, regional offices and people in the communities;
- Extensive knowledge and understanding of Early Childhood Development and early learning philosophies, theory, pedagogy and instructional practice;
- Understanding of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department;
- Knowledge of child development programming, pedagogy and staff training strategies;
- Ability to lead teams;
- Excellent leadership coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with members of the public, Elders and community cultural resource people and GNWT Environmental Health and Fire Inspectors;
- Understanding of Indigenous culture and educational history and context in order to incorporate traditional knowledge into early childhood development programming;
- Strong ability to organize, summarize and operationalize information gathered through inspections and reports and present information in a variety of formats to various audiences;
- Excellent written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents;
- Demonstrated expertise in delivering workshops in an adult learning environment;
- Effective use of computer technology for communication and presentations; and
- Ability to manage time and tasks efficiently and effectively.

Typically, the above qualifications would be attained by:

Completion of a Bachelor's degree in Early Childhood Education, Education or equivalent, and five (5) years of related work experience in an early childhood setting is required. Preference will be given to a candidate who has specific experience in planning and coordinating Early Childhood Development programs in an NWT setting. A minimum of one year of experience in a supervisory position within an early childhood program is required. Proficiency of the incumbent in at least one NWT Indigenous language or French would be an asset.

ADDITIONAL REQUIREMENTS

A valid Class 5 Driver's License is required.

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required **with vulnerable sector search**
- 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: To choose a language, click here.

- Required
- Preferred