

**Position: Early Learning Specialist-Support for Professionals**

**Full-time, bilingual position (35 hours/week)**

**Start date: Jan-Feb 2019**

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Working in collaboration with Early Years Community Partners, the Early Learning Specialist-Support for Professionals (ELS/Professionals) will promote, develop and facilitate high quality professional development to early learning professionals. By sharing evidence based information and best practices, the ELS/Professionals will collaborate with professionals to strengthening their skills and knowledge, and become more intentional in their practice to support parents and positive developmental outcomes for children. The ELS team will strive to build system capacity and common messaging for Professionals, Parents and Caregivers to strengthen early learning, literacy and well-being among children from birth to 6 years old and their families.

The ELS/Professionals will provide various services to support Early Years professionals, which include: developing and facilitating tailored trainings, workshops and resources; supporting reflective practice sessions for both front-line and program supervisors; offering individual and team mentoring and coaching sessions; as well as on-site, environmental visits for programs.

**Key Responsibilities**

Professional Development and Learning

- Research, develop and facilitate high quality, evidence based workshops, trainings and presentations to support professionals working in the Early Years sector.
- Creates tools and resources to support professional learning and skill building
- Administer and support the Early Learning and Literacy Resource Library at the Parent Resource Centre

Reflective Practice Support

- Facilitates community of reflective practice sessions for both Early Years front-line staff and program supervisors
- As group facilitator and co-learner, builds collaborative relationships and establishes trust with early learning professionals through active listening and open-ended questions
- Identifies and acknowledges existing strengths and skills of Early Years professionals to engage the learner and provide a platform to improve their practice

#### Coaching and mentoring

- Supports Early Years professionals by offering individual and team mentoring sessions
- Visits programs and centres to observe and assess, provide feedback with reflection and create an action plan to move forward on established goals

#### Promote Partnerships between Early Years Professionals and Families

- Use current Ministry of Education approved frameworks and guides such as “How Does Learning Happen?” to build strong partnerships between Early Years professionals, parents and caregivers to support children’s optimal development.
- Establish and support collaborative relationships with Early Years community partners through positive communication, resource sharing and reflective practice.
- Work in partnership with various community service groups, networks and committees to promote early learning, literacy and well-being initiatives for children and their families.
- Work closely with other members of the ELS team to coordinate events and training, deliver joint projects and administer ELS programs and resource lending.
- Provide support to internal programs, committees and staff at PRC on a as needed basis

#### **Key Partnerships**

- EarlyON Centres, Child Care and Nursery School Centres
- Ottawa Public Library
- City of Ottawa- Children’s Services
- Indigenous Early Years’ Service Providers
- CHEO, Ottawa Public Health, First Words Speech and Language
- School Boards
- Colleges and Universities providing Early Learning Programs
- Community Health and Resource Centres
- Ottawa Community Housing
- Settlement Agencies for Newcomers

### **Job Requirements/Hiring Specifications**

- Enhanced knowledge of early childhood development, required
- Enhanced knowledge of adult learning principles, required
- Proven facilitation skills and experience providing reflective practice support, required
- Strong knowledge of early years guidelines ( Ministry of Education – How Does Learning Happen? / College of ECE), required
- Superior research ability and ability to convert theory into practice
- Excellent communication and interpersonal skills, verbal, written as well as listening skills
- Creative and innovative “out of the box” thinker
- Highly organized and able to multi-task and effectively prioritize
- High degree of professionalism, sociability and tact
- Extensive knowledge of community resources and programs an asset
- Open minded, patient and flexible

### **Required Qualifications**

- Post secondary education in Early Childhood Education, Teaching, Adult Education, or equivalent combination of education, training and experience accepted
- Minimum 3 years’ experience working within the early years or child care sector
- Experience in adult education, workshop development and community presentation
- Experience working with diverse community partners –professionals and families an asset
- Strong administrative and project management skills
- Ability to work independently and effectively as part of a team
- Availability to work flexible hours, evenings and weekends as needed
- Valid driver’s license and car necessary for travel between service locations
- Superior language skills, both written and oral, in English and French are required



**Salary scale**

- \$48,000-\$50,000

To apply for this position, please send a resume and cover letter directly to [information@parentresource.ca](mailto:information@parentresource.ca) quoting "ELS/Professionals Position" in the subject line.

We thank all applicants for their interest in PRC but please note that only those selected for an interview will be contacted. This position will remain active until we are successful in finding the right candidate.