



Employment Opportunity in Fort Saskatchewan Specialized Services Coordinator (.5)

ABC Head Start Society has been committed to promoting and supporting strong children, families and communities in Edmonton for over 30 years. We know that by giving children the best possible early learning and development opportunities in life, we ensure the future well-being and prosperity of our families and communities. ABC Head Start Society employees are guided by the Spirit of ABC Head Start. Please find more information at:

<http://abcheadstart.org/sites/default/files/assets/docs/The%20Spirit%20of%20ABC%20Head%20Start.pdf>

If your professional values align with our agency mission, vision, strategic directions and Spirit please consider joining our team.

Reporting to the Early Learning and Child Care Manager, responsible for supporting children and parents to connect with resources within the community and maintain ongoing communication with parents.

Responsibilities

- Supporting the child-centred early learning programming, focused on the individual needs of the children
- Utilize observation and assessment skills to determine the needs of the individual children
- Model and coach early learning teams regarding intervention strategies
- Continuously work to build meaningful and supportive relationships with the children and families
- Work collaboratively with the room teams to create a family friendly environment
- Maintain appropriate records of planned programming, specific notes for early learning team regarding child progress and response to program or strategies. Documentation is concise and easily understandable by the early learning team and parents
- Work with GRIT to develop strategies for children's social and emotional developmental and problem-solving skills
- Develop programming incorporating strategies with children individually, in small or large groups
- Liaison with community organizations for early learning intervention, i.e. Head Start for children with complex needs.
- Understand and participate in the implementation of the Alberta Curriculum Framework
- Knowledge of Accreditation standards, contributing towards the evidence of practice
- Be aware of all Licensing requirements
- Demonstrate best practice in all areas of interaction with children
- Support individual learning and development, diversity, equity and inclusion
- Support an effective multi-disciplinary team to provide the highest quality of Child Care
- Embrace and adhere to the values as outlined on "The Spirit of ABC Head Start"
- Engage in a process of continuous learning and professional development

Qualifications:

- Have a minimum Early Childhood Diploma, University degree in Education
- 3 to 5 years working in early learning field
- Related experience in working with families and preschool children
- Demonstrated experience in providing positive behavioural supports to children
- Familiar with GRIT program supports

- Familiar with Licensing requirements and Accreditation standards

- Familiar with the Alberta Curriculum Framework
- Experience working on a multi-disciplinary team
- Good knowledge of child development and family dynamics
- Excellent interpersonal, organizational and collaborative skills
- Strong professional boundaries
- Excellent oral and written communication skills
- Excellent time-management and organizational skills
- Have a current; First aid certificate, (with childcare component), Police information check, (with vulnerable Sector check), and Intervention record check.

Start Date: *January 2018*

Interview Dates: *November, December*

Compensation: *\$28.92/hour*

To apply, email your résumé and a cover letter to dmilne@abheadstart.org
Please include Specialized Services Coordinator in the Subject Line of the email.

For detailed job descriptions, please visit our web site www.abheadstart.org.

ABC Head Start thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted. We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

Closing Date: *Until Filled*