

### POSITION DESCRIPTION: PEDAGOGY AND PROGRAM SPECIALIST

#### SECTION ONE: POSITION TITLE, REPORTING AND STATUS

Position Title: Pedagogy and Program Specialist	
Reports to: Manager of Program Excellence	Direct Reports: N/A
Job Status: Full Time	Hours of Work: 37.5 hours per week
Effective Date: January 2022	Revision Date: April 2023

#### SECTION TWO: POSITION SUMMARY

Reporting to the Manager of Program Excellence, this position will work collaboratively with each of Umbrella's locations, supporting programs with pedagogy to ensure high quality programming. Through the development and implementation of best practice processes, this position will be responsible to ensure all aspects of program delivery is in alignment with provincial pedagogy and programming is responsive to the needs and interests of children, families and staff.

#### SECTION THREE: DUTIES AND RESPONSIBILITIES

The key responsibilities of the Pedagogy and Program Specialist comprise of the following:

##### 3.1 Resource to the Manager of Program Excellence

- (i) Inform the Manager of Program Excellence of any new research and trends in the early learning sector;
- (ii) Inform the Manager of Program Excellence of trends that will influence the overall performance of Umbrella Family; and
- (iii) Prepare background information as required by the Manager of Program Excellence in relation to Pedagogy and Program Development.

##### 3.2 Pedagogy and Programming

- (i) Train, coach and build capacity with Supervisors to better understand and incorporate pedagogy and reflective practice into their work;
- (ii) Provide training and support to Supervisors and staff in How Does Learning Happen, pedagogy in practice and document and plan for children's learning;
- (iii) To ensure the Umbrella Family's program statement is visible in and consistent across programs;
- (iv) Support Supervisors to better understand emergent curriculum and assist Supervisors to develop and strengthen the skills within their teams to deliver play-based programs;
- (v) Provide guidance and constructive feedback to Supervisors on Storypark content to ensure its alignment with the pedagogy; and
- (vi) Support Umbrella staff in providing an inclusive child care program for children with diverse abilities; coaching staff on the use of effective practices for children with identified needs.

##### 3.3 Risk Management

- (i) Inform the Manager of Program Excellence of situations that could create potential risk and liabilities for the Umbrella Family; and

## HUMAN RESOURCES POLICIES AND PROCEDURES

- (ii) Implement the risk management plan of the organization, as required.

### **3.4 Program Excellence Priorities and Performance Outcomes**

- (i) Determine in collaboration with the Manager of Program Excellence the priorities and performance outcomes for Program Excellence within the context of the strategic plan approved by the Board of Directors;
- (ii) Monitor and evaluate the results achieved against specified performance outcomes/indicators of success (as they are determined) in relation to Program Excellence; and
- (iii) Identify to the Manager of Program Excellence any variances in performance from established outcomes and articulate the corrective action taken.

### **3.7 Administrative Functions: Pedagogy and Programming**

- (i) Support Supervisors with coaching their teams to better understand and create pedagogical documentation of children's' learning;
- (ii) Create training and resources to support staff with pedagogy;
- (iii) Establish and lead a committee to support pedagogy and programming; and
- (iv) In collaboration with the Program Excellence team, review organizational documents, policies, and procedures to ensure is it supported from a pedagogical perspective;

### **3.10 Information Protocols and Systems**

- (i) Ensure appropriate protocols are followed to ensure that personal information of employees, children and families are protected and safeguarded according to applicable privacy legislation, regulations and best practices; and
- (ii) Complete monthly statistical report(s) based on a format and schedule developed in collaboration with the Manager of Program Excellence.

### **3.11 Health and Safety**

- (i) Identify and address any identified health and safety issues; and
- (ii) Advise the Manager of Program Excellence of health and safety issues that require a broader organizational response.

### **3.12 Communications**

- (i) Maintain regular communications with the Manager of Program Excellence, supervisors, and colleagues as required; and
- (ii) Implement the Crisis Communications Plan, as directed by the Manager of Program Excellence.

### **3.13 Community Relations**

- (i) Build positive partnerships with any applicable community partners, including but not limited to ASCY, the Ministry of Education, and Community Living;
- (ii) Foster an organizational culture that is rooted in integrity and pedagogy; and
- (iii) Represent Umbrella Family in external meetings as assigned by the Manager of Excellence.

### **3.15 Professional Development**

- (i) Attend professional development opportunities recommended by the Manger of Program Excellence to enhance overall management knowledge and/or performance.

## HUMAN RESOURCES POLICIES AND PROCEDURES

- (ii) Support the Manager of Program Excellence in understanding and determining the professional learning needs of educators.

### SECTION FOUR: AUTHORITY

The Manager of Program Excellence delegates authority to the Pedagogy and Program Specialist to:

- (i) Manage their responsibilities within the established organizational policies, priorities and outcomes; and
- (ii) Provide recommendations regarding pedagogy and programming in an effective and efficient manner.

### SECTION FIVE: ACCOUNTABILITY

The Pedagogy and Program Specialist is accountable to the Manager of Program Excellence to:

- (i) Guide and mentor supervisors to align their programs and practices with provincial pedagogy;
- (ii) Plan and deliver continuous professional learning and development in programming, pedagogy and pedagogical documentation;
- (iii) Establish and maintain professional relationships with early year's community partners;
- (iv) Ensure a safe, healthy and productive work environment;
- (v) Maintain a harmonious working relationship with employees;
- (vi) Develop and maintain a positive working relationship with any applicable community organizations; and
- (vii) Ensure that the organization is perceived by the community in a positive manner.

### SECTION SIX: QUALIFICATIONS

The **minimum** qualifications for the Pedagogy and Program Specialist are as follows:

#### **6.1 Education, Professional Designation and Certification Requirements**

- (i) Diploma (or equivalent) in Early Childhood Education or a related field is required; and
- (ii) Registered Early Childhood Educator (RECE) in good standing.

#### **6.2 Experience, Knowledge and Skill Requirements**

- (i) Five (5) years of experience working within a childcare centre;
- (ii) Experience working in a not-for-profit organization;
- (iii) Experience working within a unionized environment is considered an asset;
- (iv) In-depth knowledge of provincial pedagogy, Think, Feel, Act research documents, Early Learning Framework, and pedagogical documentation;
- (v) In-depth knowledge of the CECE Code of Ethics and Standards of Practice;
- (vi) Experience in facilitating adult education;
- (vii) Strong coaching and mentoring skills;
- (viii) Strong written and verbal communication skills;
- (ix) Effective and well-developed interpersonal skills;
- (x) Working knowledge of MS Office Suite is preferred, including Word, Excel and Outlook.
- (xi) Confident and consistent decision-making skills;

## HUMAN RESOURCES POLICIES AND PROCEDURES

- (xii) Ability to focus on established priorities;
- (xiii) Resourcefulness and flexibility to meet the needs and demands of the position; and
- (xiv) Ability to work independently and as a team member to achieve outcomes and meet deadlines.

### **6.3 Competencies and Judgment**

- (i) Support pedagogical programming in an ever-changing and evolving environment;
- (ii) Use professional judgment on a daily basis;
- (iii) Maintain control in difficult and frustrating situations;
- (iv) Accommodate competing demands;
- (v) Communicate orally and in writing with colleagues and professionals;
- (vi) Make effective group presentations; and
- (vii) Maintain confidentiality.

## **SECTION SEVEN: WORKING CONDITIONS**

The working conditions for the Pedagogy and Program Specialist are as follows:

- (i) The position is performed in an office environment, with a regular requirement to attend work at Childcare Centres;
- (ii) Occasional requirement for multi-tasking, simultaneous multiple urgent demands and / or work requiring attention to detail, subject to frequent, regular interruptions or peak periods requiring an accelerated work pace or deadlines;
- (iii) Occasional exposure to uncomfortable, challenging and hazardous conditions such as dust, noise, odours, driving in inclement weather / poor road conditions, verbal or physical conflict, aggression or abuse, etc.;
- (iv) Frequent requirements for manual dexterity / coordination for computer use; Frequent requirements for light physical exertion, such as sitting, standing, walking and operating office equipment; Seldom requirements for heavy physical exertion, including the ability to lift up to 25 lbs (e.g. lifting a child, moving a heavy box of office supplies);
- (v) Regular requirement for low-intensity mental, visual or aural concentration for such activities as reading, inputting data, taking notes; Seldom requirement for high intensity mental, visual or aural concentrations such as analysing large volumes of data, listening to calls / presentations or face – to face interactions of a more complex nature;
- (vi) Salaried position based on 37.5 hours/week, Monday to Friday. Availability to work a flexible schedule to meet the needs of the organization is required.
- (vii) Regular travel is required within the Greater Hamilton Area; and
- (viii) This position is not required to be on-call.

## **SECTION EIGHT: INTERNAL AND EXTERNAL RELATIONSHIPS**

The Pedagogy and Program Specialist will maintain regular contact with the following:

### **Internal Relationships**

- (i) Manager of Program Excellence: To liaise closely to achieve goals and objectives related to pedagogy and programming; to report on progress and receive direction as needed (Weekly);
- (ii) Program Excellence Department: Working closely with the Ministry and Licensing Specialist and Equity, Diversity and Inclusion Specialist in the development and implementation of program delivery (Weekly);

## HUMAN RESOURCES POLICIES AND PROCEDURES

- (iii) Program Managers: Supporting and collaborating regarding pedagogy best practices, and training for Supervisors and program staff (Monthly); and
- (iv) Program Supervisors: Supporting and building capacity with Supervisors to support their staff in program, incorporate reflective practice, and strong pedagogical documentation.

### **External Relationships**

- (i) Community Partners: & Vendors: To develop and maintain positive working relationships (Monthly).

## **SECTION NINE: EMPLOYMENT CONDITIONS**

Specific employment conditions of the Pedagogy and Program Specialist include the following:

- (i) Satisfactory Police Reference Check for the Vulnerable Sector;
- (ii) Medical clearance indicating free from Tuberculosis and up to date immunizations;
- (iii) Valid Ontario Driver's License, Insurance and Reliable Transportation.

*This job profile provides an overview of the minimum requirements of the position and does not include all of the duties inherent, included or associated with the job or with the performance of the job. The Leadership Team reserves the right to make changes to the job profile as it sees fit to meet the needs of the organization.*