



Maskwacîs Education Schools Commission

Coordinator of Early Learning Programs

Maskwacîs Education Schools Commission (MESC) is the school authority serving the students and families of Maskwacîs, Alberta. It has eleven schools and serves approximately 2200 students from Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation and Samson Cree Nation.

Focusing on student achievement, school performance and high quality K-12 educational programming, MESC promotes improved Nehiyaw language, literacy/numeracy programming and student achievement through effective recruitment and retention of staff as well as improved accountability and transparency to the parents, communities and Chiefs and Councils.

Maskwacîs is located between Wetaskiwin and Ponoka on Highway 2A, approximately 60 minutes south of Edmonton and 60 minutes north of Red Deer. Ten of the eleven schools are located in Maskwacîs proper, with one school located at Mameo Beach near Pigeon Lake, Alberta.

Position

MESC invites applications for the following position(s):

Competition No.	Position	Location	FTE	Contract Type
2019.COOR.01.MESC	Coordinator of Early Learning Programs	MESC Central Office	1.0	Probationary

This position will remain open until filled.

About the position:

The primary responsibility of the Coordinator of Early Learning Programs is to provide leadership and coordination of early learning programs across the Maskwacîs Education Schools Commission (MESC). This position contributes to the design, development and implementation of a Maskwacîs Early Learning Program, and is responsible for building staff capacity, supporting instruction and the successful transition of children and their families to schools in MESC.

As an employee in the organization, you will model the intent of the Maskwacîs Declaration on Education and the core values of **Îyiniw Mâmitonehickan, Nehiyaw Pimâtisiwin, Nehiyawewin, and Wâhkôhtowin**. This is evident by:

- Ensuring that decisions are made to the ultimate benefit of Maskwacîs students;
- Assisting the Superintendent and the board to ensure that all students benefit from their treaty right to a quality education;
- Respecting the Cree language, spirituality, and traditions within the Education Authority; and

- Providing Maskwacîs leadership (the Cree way) in all matters relating to education in the Maskwacîs Schools: consensus building, creating dialogue with stakeholders, and empowering leadership in the system.

Primary Responsibilities

- Coordinate the design, development and delivery of a Maskwacîs Early Learning Program, including content, assessment and evergreening cycle.
- Coordinate engagement with prekindergarten teachers, teachers, school leaders, Kehtehayak and Maskwacîsak to inform and validate the Maskwacîs Early Learning Program.
- Ensure Maskwacîs core values are embedded in all programming.
- Coordinate and monitor field testing and implementation of a Maskwacîs Early Learning Program, including professional learning, resource recommendations and evaluation (feedback, review and revision).
- Coordinate, design, develop and deliver professional learning (including session evaluation) for early learning educators and prekindergarten teachers.
- Oversee positive and supportive transitions of children and their families from Early Learning Programs to schools across MESC.
- Monitor and manage programming, resources and supports to ensure efficiency and effectiveness of early learning programs.
- Facilitate workshops, teams and meetings with a positive environment.
- Oversee the administration of early learning assessments.
- Collaborate with Student Services to identify and support the learning, emotional, physical and intellectual wellness of children in the early learning programs.
- Supervision of the early learning educators and provide support to prekindergarten teachers.
- Support the recruitment and retention of early learning staff.
- Act as an ambassador for MESC Early Learning Programs.
- Initiate, maintain and strengthen positive working relationships with various agencies and early learning partners.
- Assist the Executive Director of Curriculum and Instruction in the preparation of budget recommendations and materials (reports, communication, engagement) regarding early learning programming.
- Identify and recommend resources to support Nehiyaw language and vocabulary development for early learners.
- Establish and maintain a parent/guardian advisory committee to support early learning programs.
- Remain abreast of developments, research and innovations in early childhood education.
- Modelling and promoting continuous learning experiences through reflection, professional growth, and communication.
- Other duties and tasks as required.

Skills and Knowledge

- Oral and written proficiency in Nehiyawewin is an asset.
- Demonstrated knowledge and experience in Maskwacîs culture and traditions.
- Ability to work effectively to establish working relationships with children, parents/guardians, Kehtehayak, Knowledge Keepers, volunteers, professionals, agencies and partners.
- Ability to maintain confidentiality and integrity demonstrating respect to staff, parents/guardians and members of Maskwacîs.
- Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect to promote awareness of early learning issues.
- Ability to work with minimal supervision in a team environment.
- Strong communication and presentation skills.

- Strong organizational, analytical and problem solving skills.
- Knowledge of MESC policies and pertinent early childhood education legislation.
- Broad knowledge of child development and teaching strategies.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to manage multiple priorities and meet deadlines.
- Skill and ability with Google applications.
- Willingness to participate in ongoing professional learning.
- Change agent, with demonstrated problem-solving ability and initiative to take on roles as a mentor and peer learning coach.
- Strong interpersonal skills with students, parents, colleagues, and Maskwacîsak.
- Demonstrated respect for diverse backgrounds, perspectives and abilities.
- Valid First Aid and CPR Certificates.
- Knowledge of trends and needs in early learning and child care practices.

Qualifications

- Bachelor's degree in education required, master's degree preferred
- Valid Alberta Teaching Certificate
- Minimum of five (5) years successful teaching experience
- Minimum of three (3) years of experience as an early learning specialist

Working Conditions

- Travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Interacts with the public at large
- Overtime may be required

How to Apply

A complete Application Package will include the following:

1. **Cover Letter** (including competition No.)
2. **Resume**
3. **Three Professional References** (phone and email)
4. Copy of valid **Alberta Teaching Certificate**
5. Copy of **Criminal Record/Vulnerable Sector Check** (within last 6 months)
6. Copy of **Child Welfare Intervention Record Check** (within last 6 months)

Please submit complete Application Packages to the

Maskwacîs Education Schools Commission
People Services Branch
hr@maskwacised.ca

We appreciate and consider all applications; however, only those candidates selected for an interview will be contacted.