



## **Early Learning Coordinator (ELC)**

### **Job Description**

**Reports to** – Early Intervention Director

### **Job Description**

*The primary role of the Early Learning Coordinator is:*

- To manage a caseload (combination of PUF, MM and ELL funded children) as assigned by the EI Directors
- Facilitate and participate in screening activities at partner sites
- The ELC is the team lead for a child's Early Learning Team (EAs, classroom teachers, parents, therapists)
- Develop the child's Individual Program Plan in collaboration with the EI Team and facilitate IPP meetings and ongoing team communication
- Orient, supervise, support and evaluate EAs

### ***Duties include:***

- Lead the child's EI Team (classroom teachers, education assistants, therapists and parents) for each child on their caseload.
- Collaborate with the EI team to create and set goals.
- Assess the child's needs and determine which therapy services are required
- Regular classroom visits to monitor a child's progress ongoing
- Periodic observations of all the therapy services for the child.
- Develop the child's program plan including extended site-based programming, family and community programming (Complete the child's Program Plan)
- Support monitor and mentor the EA in implementing the child's IPP goals and supporting them in the classroom.
- Maintain digital files for school sites and children's records
- Ensure EAs have any resources they require
- Ongoing collaboration and communication the child's EI team.
- Developing a Teacher Growth Plan for the year. This includes a mid-year update and final evaluation.
- Meet with EAs on a monthly basis to provide coaching as required including sharing ideas, techniques, strategies, problem solving, and support.
- Evaluate EAs at the end of each academic year

### ***Skills and Abilities:***

- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination.
- A positive attitude toward the work and people involved.
- Strong interpersonal communication skills, as well as writing skills.
- Ability to develop a strong working rapport with others.
- Handles situations with tact and diplomacy.
- Capably manages employee resistance and corrects without criticism.
- Displays a practical approach to problem solving.
- Works effectively independently and as a team member.
- A commitment to the development, progress and inclusion of students with special needs.

**Requirements:**

- Permanent Alberta Teacher Certificate
- Minimum of 3 to 5 years teaching experience, preferred.
- Supervisory experience
- Experience working with children with special needs and/or with difficult behaviours
- Experience working on communication/speech/language
- Differentiate programming to meet the child's needs
- Strong computer literacy that includes a variety of platforms
- Proficiency in the English language both written and verbal.
- Fully vaccinated for COVID-19.
- Reliable vehicle and proof of insurance. (\$2 million liability)
- A current criminal record check and vulnerable sector check.
- Must be able to manage physical aspects of the job including: sitting on the floor, sitting in child-sized furniture, lifting 30lbs

**Working Conditions:**

The ELC:

- Is responsible for the individual programming of all the children on their caseload
- May work in several different community partner sites as well and community and home settings
- Works from their home office with trips to visit classroom sites, and for therapy sessions, team meetings, or training sessions.

The ELC typically works from September to June. Start and end dates will depend on caseload assignments as directed by the EI Directors. Work hours will vary with the schedule of the child and availability of therapists and parents.