

###### Contract POSITION DESCRIPTION

POSITION TITLE: **Early Childhood Education (ECE) Africentric Program Specialist**

CLASSIFICATION: Hourly rate $35-$50 per hour

START/END DATE: August 2020 to January 29, 2021

DEPARTMENT(S): NSCC School of Access, Education & Language

LOCATION(S): Home office

Submission information: Deadline date for submission of expression of interest: July 27, 2020 5:00 pm Please submit by email a cover letter, and resume to Sunday Miller, Academic Chair School of Access, Education & Language Sunday.Miller@nscc.ca

Diversity is a stated value of NSCC, and we take pride in our commitment to educational equity and an authentically inclusive learning environment.

GENERAL ACCOUNTABILITY:

This is a designated contractual position for a person of Black African descent who is a leader in the field of Early Childhood Education. This person will bring an Africentric perspective, approach, experience and expertise to bring impactful and sustainable change to the existing ECE curriculum.

The primary objective of the work of the Early Childhood Education (ECE) Africentric Program Specialist will

be to prepare for the delivery of an ECE Program that will provide a comprehensive and culturally enriched interactive educational experience for participants. A more detailed program description of NSCC’s Early Childhood Education program can be found here:

<https://www.nscc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIEDUC>

The Program will be delivered at NSCC’s Akerley Campus in January 2021.The ECE Program Specialist reports to the School Manager School of Access, Education & Language.

**SPECIFIC DUTIES/ACCOUNTABILITIES/DELIVERABLES:**

The Program Specialist is responsible for the Africentric enhancement of the program curriculum including objectives and activities that meet the ECE program outcomes. Duties/responsibilities include, but are not limited to:

**Program Activities:**

1. Provide a workplan/timeline outlining the project goals and deliverables.
2. Coordinate community consultations across the province.
3. Create a diverse working group to consult on the development of the Africentric curriculum and resources.
4. Develop culturally responsive educational resources and curriculum supports.
5. Develop faculty resources and provide professional development as required.
6. Network with other relevant programs and agencies.
7. Act as a resource to other team members.
8. Facilitate community/program connections for program participants as required.
9. Regular updates with the Academic Chair, Manager and/or designate, for the School of Access, Education and Language.

**EDUCATION:**

* Minimum educational qualification-relevant designation in the field of Early Childhood Education

**EXPERIENCE:**

* Minimum five years of recent and related occupational experience in early childhood education.
* Two years recent relevant occupational and/or community experience within the African Nova Scotia Community.
* Occupational experience that includes experience in a supervisory capacity, evaluating, monitoring will be an asset.
* Skilled in full use Microsoft Office suite, including Teams, and e-mail.
* Ability to work effectively and efficiently in an online environment.
* Demonstrated experience in leadership and working in collaborative team environments.
* Commitment to increasing and advancing your technical skills and knowledge to support an exceptional student experience.
* Demonstrated experience liaising with business and industry in your field.
* Related experience in delivery of educational programs or training adults is an asset.

**COMPETENCIES/SKILLS:**

* Demonstrated commitment to enhancing culturally responsive educational, and social and community opportunities for African Nova Scotians.
* Demonstrated knowledge and/or lived experience of the educational challenges faced by students of African descent.
* Exceptional interpersonal and communication skills.
* Demonstrated strong organizational and time management skills, the ability to handle multiple tasks and deadlines.
* Demonstrated practice of promoting collaboration and collegiality.

**OTHER:**

* Must provide, own computer, and other related technology
* Must provide, all associated tools and materials to fulfil the contract.
* It will be an asset but not required, if the contractor has a registered Canadian Business Number with CRA
* As a contracted position, the contractor will be responsible for deductions for tax purposes.
* Very minimal travel due to COVID-19 restrictions.