

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>BILINGUAL EARLY LITERACY SPECIALIST</b>		
<b>DEPARTMENT:</b>	Housing & Children's Services		
<b>LOCATION:</b>	Various	<b>UNION:</b>	C.U.P.E. Local 543
<b>HOURS OF WORK:</b>	33.75	<b>JOB CODE:</b>	543388
<b>SHIFT WORK REQ'D:</b>	No	<b>GRADE/CLASS:</b>	0.12

**DUTIES:**

Reporting to the Program & Policy Supervisor, this position will be responsible for program development and communication strategies designed to strengthen, support and promote effective literacy and language development for children, birth to age 6. Plans, coordinates and monitors early literacy programming. Designs and delivers training sessions in early literacy development and current best practices. Collaborates in literacy initiatives with community agencies and programs. Facilitates large and small group presentations in the area of literacy. Conducts community forums and focus groups to coordinate literacy initiatives. Attends networking meetings of regional Early Literacy Specialists, conferences and Provincial meetings as required. Receives tracks, circulates and monitors resource materials. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year University Degree in Early Childhood Education, Library Sciences, Child Development or similar field or Ontario Ministry of Education equivalency plus one (1) year of experience providing services for children and/or families;
- Must be fluent in French and English in both verbal and written communication
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a demonstrated knowledge of early childhood development;
- Must have demonstrated technical and analytical skills, proficiency in communication and collaboration skills and experience working with the public;
- Registered Early Childhood Educator (R.E.C.E.) with the College of Early Childhood Educators is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to light to heavy level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**