

JOB DESCRIPTION

POSITION:	DATA ANALYSIS COORDINATOR - ONTARIO EARLY YEARS		
DEPARTMENT:	Housing & Children's Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543515
HOURS OF WORK:	33.75	GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Supervisor, Program & Policy, this position will be responsible to coordinate data and collection, report program outcomes, statistics and results of analysis for the Ontario Early Years (OEY) Program in the Children's Services division. Responsible for the efficient and accurate tracking and monitoring of all early years program service target achievements for children birth to six years of age. Researches and develops statistical graphic reports. Networks with, trains, and supports the Ontario Early Years Centres in their monitoring, assessment procedures and reporting. Develops, collects and analyzes Early Years program data. Designs program recoding systems to ensure consistency with Ministry of Education (MEDU) systems and reporting requirements. Works with MEDU regarding timely and accurate data submissions. Administers, analyzes and interprets surveys and questionnaires to agencies and organizations involved in providing services to families and children six years of age and younger. Works with the Early Literacy Specialist in implementing assessment checklists and relating those to program outcomes. Visits Early Years sites in the community and ensures expenditure and service target tracking efforts are adequate. Maintains current research library to disseminate throughout the community. Assists in the completion, review, presentation and publication of the current budget related to the Ontario Early Years Program. 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 an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary school education from a Community College or University in Social Science or Political Science including courses on stats, analyses and data collection, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in data collection, analysis, and community service involvement (i.e. such as Ontario Early Years, Best Start, etc);
- Must have the ability to travel to off-site 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 demonstrated communication and presentation skills;
- Must have proven technical and organizational skills;
- Must have excellent interpersonal and collaborative skills;
- Must have experience working with diverse groups;
- Background in child care and/or early years is considered an asset;
- The physical demands analysis associated with this job indicates a sedentary 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.