

**INTERNAL AND EXTERNAL JOB POSTING**

**ECE Curriculum Developer**

**Short-term contract to end May 2023**

ISANS is seeking a part-time **ECE Curriculum Developer** responsible for the development of the childcare instructional program and instructional team for the REACH Project. Reporting to the Supervisor and the Manager, Language Services, this position will be responsible for:

**Duties and Responsibilities:**

- Be familiar with REACH’s vision, mission, values, strategic plan, and integrated client service delivery approach, program and/or project proposals and contracts, and your role in achieving the goals and contractual outcomes of the department
  - Be familiar with the ECE contracts and operations policies, and understand their role in achieving the stated goals and contractual outcomes, through either direct or indirect means
- Instructional Leadership Team
  - As a member of the Instructional Leadership Team (REACH curriculum Developers) participate in the development of appropriate systems, procedures, and standards, and maintain and implement them
  - Chair REACH Instructional team meetings on rotating basis
  - Assist Manager in the preparation of Program Reports
  - In collaboration with the Instructional Leadership team
    - identify areas for program and curriculum development in the ECE field, and work to develop and improve the program’s ECE curriculum and resources
  - Oversee program-monitoring activities as outlined in the REACH work plan and as directed by the Manager
  - Help to identify and respond to emerging program issues and work closely with the Manager in planning solutions
- Instructional Support
  - Assist the Manager in hiring, training, overseeing, and evaluating ECE pilot facilitator
  - Provide support to the ECE Instructor and act as a coach to ECE pilot staff
  - Stay up-to-date and current on ECE instructional theory and methodology primarily in the use of technology
  - In consultation with instructors and the Manager, purchase instructional resources and equipment, and organize and maintain the Resource Library, including books, authentic resources (toys, arts, crafts, etc.), online resources on Dropbox, and manipulables
- Perform other duties as assigned by the Manager

**The ideal candidate for this position will have the following:**

**Education:**

- ECE certification

**Experience:**

- ECE experience
- Experience in curriculum development
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred

**Knowledge:**

- Understanding and knowledge of adult education principles

- Working Knowledge of the Canadian Language Benchmarks

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

**Terms of Employment:**

- Short-term contract to May 30, 2023
- Part-time: 20 hours a week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP

**Closing Date:** Wednesday January 19, 2022 – 4 p.m.

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**