



Interview Guide

(Inclusion Coordinator)

| Candidate Name | | | | | |
|---|---|-------------------------------|---------------------------------------|---------------------------------|-----------------------------------|
| Position Title | | Inclusion Coordinator | | | |
| Interview Panel Name (s) | | | | | |
| Interview Date | | | | | |
| Step | Overview of the Interview | | | | |
| 1 | Open the interview <ul style="list-style-type: none"> Welcome the candidate, make them feel at ease, introduce interviewers and their roles, offer something to drink Mention the timeframe for the interview <ul style="list-style-type: none"> The interview will take approximately 1.5 hours, if you don't understand a question or need a break let us know Explain goals for the position and the purpose of the interview <ul style="list-style-type: none"> The Inclusion Coordinator is responsible to oversee the provision a safe, caring and developmentally appropriate early learning environment for one or more children with special needs between the ages of four (4) months and twelve (12) years. The Inclusion Coordinator guides all staff and works with a multi-disciplinary team (including developmental specialists, teachers, parents) to develop and implement Individual Development Plans (IDP) or Routine Based Plans (RBP) for each child with special needs. The Inclusion Coordinator uses Centre philosophy and policy, and adapts programs and equipment as required to maintain and enhance a standard of care that contributes to the Centre's reputation for excellence. | | | | |
| 2 | Work-related experience and employment overview <ul style="list-style-type: none"> We will start by asking you to spend a few minutes talking about your current and prior work-related experience. | | | | |
| 3 | Conduct interview <ul style="list-style-type: none"> We will ask you about work situations where you played a key role. We would like you to focus on situations that occurred within the past year or two as it is more reflective of how you work today and it will be easier to recall that events in the distant past. | | | | |
| 4 | Candidate questions <ul style="list-style-type: none"> After we have asked questions we will give you an opportunity to your own questions or add additional information that you consider important for us to know. | | | | |
| 5 | Close the interview <ul style="list-style-type: none"> Thank the candidate for their time and interest; tell candidate when you expect to give them an answer, decisions, reference checking, etc. | | | | |
| 6 | Evaluate the candidate <ul style="list-style-type: none"> Evaluate the candidate's response immediately after the interview and complete the scoring summary. | | | | |
| Candidate Evaluation Summary | | 0 Not Demon- strated | 1 Develop-ing Required Skill | 2 Meets Required Skill | 3 Exceeds Required Skill |
| Grade 12 or equivalent; Bachelor's Degree in ECE and proof of Level II or III ECE certification; completion of courses or workshops relevant to inclusion practices | | | | | |
| Minimum of four (4) years demonstrated proficiency in child care or equivalent | | | | | |
| Current First Aid and CPR Certification; Child Abuse Registry Check; Criminal Record Check | | | | | |
| Child Development and Care | | | | | |
| Record Keeping | | | | | |
| Equipment and Facilities | | | | | |
| Family and Community Relations | | | | | |
| Professional Relationships | | | | | |
| Personal and Professional Development | | | | | |
| Skills, abilities and personal characteristics (two questions) | | | | | |
| Self-confidence, maturity, professional communication and appearance | | | | | |
| Total (add columns to reach a total score __ / 33 or build weighting if preferred) | | /33 | | | |

Do not pursue
 Pursue to reference checks
 Place on hold
 See comments on final page

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Created by Human Resources Shared Services Partnership

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Step 2 – Overview of the Candidate’s Work Experience and Career Objectives

This step will provide you with an overview of the candidate’s career development and key job responsibilities. Developing an overview will assist you in probing for more information about the candidate’s knowledge and expertise as the interview proceeds. Starting with this overview question allows the candidate to relax and develop a rapport with the interview panel.

- 1. Please give us a brief 4-5 minute overview of resume including your work history and education, starting with your most recent position. Tell us briefly about each position, the key skills and accountabilities of each job, and how you feel these roles has prepared you for the job you are applying for.**

(Listen for common workplace accountabilities, why turnover occurred in jobs, and potential gaps)

- 2. Tell us why you have applied for this position and how it fits with your overall career/work goals.**

(Consider overall level of interest and fit with the centre philosophy, board and team)

2

For Step 3: A guideline on how to structure a behavioural interview question is to ask the candidate the interview question and then use the supplementary questions below to gather details:

- Ask the question and listen to the response.*
- S – Situation: Briefly describe the situation*
- T – Task: What were you trying to achieve?*
- A – Action: What did you do to achieve your results?*
- R – Result: What were the results?*

Step 3 – Conduct Interview using Behavioural Event Questions

This step of the interview will ask questions that require the candidate to provide specific examples of situations where he or she used key skills and abilities that are necessary for this position. The Behavioural Event Interview (BEI) is the most reliable form of interview and it based on the principle that recently demonstrated behaviour in a given situation is most predictive of how a candidate will perform in future.

3. Tell us about a time when you were required to undertake research to develop or improve an early childhood inclusion program for an individual child? What steps did you take to ensure your recommendations were accurate and successfully implemented?

OR Describe a routine based plan that you designed and implemented to address a specific child’s need?

(Child Development and Care: Listen for and assess experience in developing the philosophy of early childhood education and care; applying pedagogical guidelines; providing program support to staff; developing practices to meet children’s needs; monitoring activities; evaluating the program; ensuring the environment is respectful of children’s needs and strengths; managing space requirements and protecting the rights of children)

4. Describe a time when you needed to use behaviour guidance with a child who was displaying undesirable behaviour. What was the situation and how did you handle it?

OR Tell us about a time when a child disclosed information that you felt compelled to act on to ensure the protection or safety of the child?

(Child Development and Care: Listen for and assess developing, implementing, enhancing and evaluating programs that facilitate the development and behaviour of children; supporting the holistic development of children; meeting health welfare and safety needs of children; implementing an inclusion policy, guiding children’s behaviour to support development and protecting children from physical and emotional harm)

3

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5. Give us an example of a time when you worked with a multi-disciplinary team of professionals to ensure the delivery of appropriate programs for a specific child with complex special needs?
- OR Tell us about the different types of curriculum models you have used? Which one was most effective for children with complex special challenges and why?

(Child Development and Care: Listen for and assess experience in developing, implementing, evaluating and adapting program that facilitate the development and behaviour of special needs children; supporting the holistic development of children; meeting health welfare and safety needs of children; and guiding children's behaviour to support development and protect children from physical and emotional harm)

6. Tell us about a time when you were able to balance a heavy work load which included the required documentation and records for children in your care? What skills or strategies did you use to maintain timely and accurate documents.

(Record Keeping: Listen for and assess experience participating in maintaining complete and accurate HR files in accordance with licensing requirements to insure successful licensing inspections; tracking all staff training and development and related budgets; supervising ECE records to ensure accurate and timely compliance with legislation and regulation (attendance, accident and incident reports, cleaning procedures, ill health, medical procedures and administration of medicine, children's records, maintenance, safety checks, child's daily log, daily communication log and daily program planning book)

4

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7. Tell us about a situation which demonstrates your ability to modify, adapt or acquire adaptive equipment for a child in your care?

OR Tell us about a time when you identified a safety concern in the classroom or playground and what steps you took to solve it?

(Equipment and Facilities: Listen for and assess experience in ensuring a safe and healthy environment; assess risk and develop emergency procedures; respond to facility emergencies; manage health practices; ensure safe food handling; manage facility, site and equipment repair and maintenance; and ensure compliance with building regulations and codes)

8. Describe a time when your centre had a child with multiple special needs and whose family was new to the community and needed access to a number of resources? How did you assess and support their needs?

OR Tell us about a time when you adapted a program to be family and/or community centered?

(Family and Community Relations: Listen for and assess experience in creating a family-friendly environment; supporting a culture of respect for families; promoting family involvement; providing resources and referring families to external resources; creating and maintaining community links; advocating on behalf of quality early childhood education and care and establishing partnerships with external resources)

5

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9. Describe your knowledge of the following?

Ethical practices and attitudes of the Nova Scotia Child Care Association

Nova Scotia Daycare Act and Regulations

Nova Scotia Department of Agriculture Food Safety Regulations

Fire Inspection

Employment Standards Act of Nova Scotia

Nova Scotia Occupational Health and Safety, including WHMIS

Computer and technology related know how including word processing, spreadsheets, accounting software, presentation software, etc.

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10. Tell us about a time when you were required to coach a peer on using correct inclusion practices. What happened and how did you approach the problem?
OR Tell us about you approached a conflict with a co-worker?

(Professional Relationships and Personal and Professional Development: Listen for and assess experience in working as a member of a professional team; mentoring others; professional conduct; work/life balance; participation in professional development and advocacy for the profession)

11. Tell us about a time when you were required to deal with an unexpected and time sensitive problem at work?
OR Tell us about a challenging parent concern and how you approached it?

(Skills, abilities and personal characteristics: Listen for and assess experience in multi-tasking, time management, organizational abilities, verbal and/or written communications, flexibility, diplomacy, creativity, enthusiasm and patience)

12. Tell us about a time when you were required to lead a discussion with a child's parents to identify the strengths, needs and interests of the child and how you approached it?
OR Tell us about situation at work where you needed to constantly change your work schedule?

(Skills, Abilities and Personal Characteristics: Listen for and assess experience in multi-tasking, time management, organizational abilities, verbal and/or written communications, flexibility, diplomacy, creativity, enthusiasm and patience)

7

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13. What do you believe are the top three strengths that you bring to this position?

14. What are your priority development areas?

15. The salary for this position is \$X. Does this meet your annual salary expectations for this role?

16. This position requires the ability to lift up to 60 pounds? Are you able to safely and successfully meet this requirement? _____

Step 4 – Candidate Opportunity to Ask Questions

Give the candidate an opportunity to ask questions about the job, the child care centre name or any other relevant matter. Take notes on the candidate's questions.

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Step 5 – Close the interview

Thank the candidate for their time and interest. Tell the candidate they provided useful information.

Let the candidate know when you expect to give them:

- √ an answer, or
 - √ a decision, or
 - √ next steps (references, provide copies of certificates/education for employee file etc).
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Interviewer Notes:

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