



# Job Posting

## Inclusion Coordinator

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### Warm, inviting and happy work environment!

XXX is a non-profit daycare dedicated to provide a positive learning environment that supports children in reaching their optimum level of cognitive, emotional, physical and spiritual development. We require an Inclusion Coordinator to join our professional team of early childhood educators.

### The Role

The Inclusion Coordinator is responsible to oversee the provision of 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, and 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.

- **Terms:** This is a full-time (unionized/non-unionized) position, 8 am to 5 pm Monday to Friday.
- **Salary:** \$\_\_\_\_\_ per annum
- **Benefits:** Any benefit package that is applicable for this position should be included here.

### About the Ideal Candidate

- Minimum of four (4) years of experience demonstrated proficiency in child care standards of practice in a licensed child care setting
- Completion of work experience related to supporting the participation of children with special needs in a child care environment.
- Grade 12 or equivalent through the General Education Development program
- Completion of a bachelor's degree program in Early Childhood Education and proof of Level II or III certification in Early Childhood Education
- Completion of courses and workshops relevant to supporting the participation of children with special needs in a child care environment
- Above average ability to work independently, multi-task, time management, and organizational skills
- Anticipates and is responsive and responsible to address issues and concerns at work
- Flexible, patient, professional, prompt and reliable attendance at work
- Creative, enthusiastic, neat and appropriate personal appearance and attire
- Must be at least sixteen (16) years old with valid Child Abuse Registry Check and Criminal Record Check (for applicants over the age of 18) plus current First Aid and CPR Certificate
- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Working knowledge of:
  - Nova Scotia Department of Community Services Food and Nutrition Standards
  - Fire Inspection
  - Employment Standards Act of Nova Scotia
  - Nova Scotia's Occupational Health and Safety Act and Regulations, including WHMIS
  - Nova Scotia Daycare Act and Regulations

### How to Apply

Apply to [resumes@XXX.ca](mailto:resumes@XXX.ca) by not later than \_\_\_\_, 2012. Applications will be reviewed as they are received and interviews will begin as suitable candidates are identified. All applications are treated as confidential. We thank all applicants for their interest however only those selected for an interview will be contacted.