

JOB DESCRIPTION

JOB TITLE	Quality & Inclusion Program Specialist Bilingual
DEPARTMENT / PROGRAM AREA	Children's Services
REPORTING TO	Supervisor, Quality & Inclusion Support Services
EFFECTIVE DATE	August 2025
SALARY	Band 7

JOB SUMMARY

Under the supervision of the Supervisor of Quality & Inclusion Support Services, the Quality & Inclusion Program Specialist is a dedicated and culturally competent individual who ensures that early learning and child care programs are high quality and inclusive for all children and families.

This position provides advice, guidance, support, resources and recommendations to external DNSSAB-funded early learning and child care educator teams to support with the delivery of high quality and inclusive services to children and families. This position also plays a crucial role in supporting early learning and child care services working closely with children and families to support culturally appropriate and inclusive services.

Furthermore, this position supports children and their families by helping to facilitate the inclusion of children with differing abilities into licensed child care, EarlyON Child and Family Centres, and approved camps and children's recreation programs.

This role involves direct interactions with children, early learning and child care educator teams, parents/guardians and community partners. The Quality & Inclusion Program Specialist will engage in coaching and mentoring, demonstrating evidence-based approaches and inclusive techniques that align with the Ministry's pedagogical approach. This includes modelling strategies that foster belonging, engagement, well-being, and expression, and promoting environments where every child's rights to participation, inclusion, and equity are upheld. Through intentional guidance, the Quality & Inclusion Program Specialist will support educators in recognizing and removing barriers, ensuring that all children are welcomed, valued, and meaningfully included in ways that respect their unique identities, abilities, and cultural backgrounds.

Travel throughout the District to licensed child care centres, EarlyON Child and Family Centres, and approved camps and children's recreation programs is also required. This position may require evening and weekend work.

JOB DUTIES AND RESPONSIBILITIES

- Provide ongoing support and guidance to the early learning and child care sector in implementing the Ministry's pedagogical approach, How does Learning Happen?

(HDLH), and delivering quality and inclusive services through coaching, mentoring, site visits, program observations, and follow-up reports.

- Collaborate with early learning and child care educator teams to develop program recommendations, set goals, and follow up on quality and inclusion matters. This collaboration may involve, but is not limited to, recommending changes to programs, daily routines, or environments; supporting the creation of strategies to enhance communication with colleagues, families and other professionals; completing early identification instruments (e.g., Looksee, ASQ); participating in case conferences, transition to school plans, and Individual Support Plans (ISPs). All activities must align with HDLH?, the agency's pedagogy and policies, Ministry regulations and guidelines as well as DNSSAB's policies, procedures, and guidelines.
- Promote cultural awareness and understanding within early learning and child care settings, ensuring that the needs of children and families are met with respect and sensitivity.
- Support the inclusion of knowledge, traditions, and language into daily activities and pedagogy to foster positive identity development and well-being.
- Apply trauma-informed care principles to support educator teams, children and families who may have experienced trauma and its intergenerational effects, as needed and where applicable.
- Provide reports, ongoing feedback, observations, and progress notes to educator teams in a timely manner.
- Ensure all required reports, records, and documentation are maintained, updated and submitted appropriately and within Ministry set deadlines.
- Maintain regular contact and foster collaborative relationships with educator teams and with parents/guardians, community partners.
- Advocate for children and families regarding access to care and available services, including but not limited to licensed child care and other community services.
- Act as a resource for parents/guardians, service providers, community partners, and others regarding early learning and child care.
- Complete data entry and maintain information related to quality and inclusion services.
- Participate in Children's Services team meetings to identify best practices and provide input into the development departmental procedures.
- Adhere to all DNSSAB policies, procedures, and guidelines.
- Engage in local initiatives related to early learning, quality assurance, inclusion support services, coaching, mentoring, and professional development (e.g., committees, special events, conferences).
- Provide recommendations to the Supervisor for planning the sector's professional learning opportunities based on observations throughout the year and aim to support the delivery of quality and inclusive services. Additionally, they should focus on building cultural competencies and promoting trauma-informed care.
- Provides employees and citizens accessing DNSSAB services, and external stakeholder's high levels of exceptional customer service that is consistent with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) – Accessible Customer Service Standard (Regulation 429/07) and applicable DNSSAB policies.
- Ensures all requirements pertaining to French Language Services Act are met.
- **As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

QUALIFICATIONS

- Post-Secondary diploma in Early Childhood Education and registration with the College of Early Childhood Education.
- 3 years related experience in service delivery or program administration under the Child Care and Early Years Act.
- Experience in the delivery of community-based services including coaching, mentoring and consultations.

- Additional training/experience/education related to working with Children with Exceptional Needs such as ABA, Speech and Language, Flip It, BMST, Resource Consultant Certificate, etc.
- Commitment to ongoing professional development that supports quality and inclusive practices, cultural safety and competency, trauma informed care.
- Working knowledge of the Child Care and Early Years Act, Education Act, the Ontario Child Care Services Management, Ministry Guidelines, federal, provincial and local childcare initiatives.
- Knowledge of standard program and rating scales and early identification tools such as ITERS, ECERS, SACERS, PAS, SECIQS, ASQ, LookSee, etc.
- Excellent working knowledge of Ontario's Vision and pedagogical approach "How Does Learning Happen?" for early years and child care programs.
- Good working knowledge of local community agencies and the services that they provide.
- Excellent organizational skills and analytical skills.
- Ability to follow directions and provide appropriate recommendations.
- Excellent communication skills (both verbal and written);
- Working knowledge of Microsoft Suite, including PowerPoint, Outlook, Excel, Word, SharePoint and Lists.
- Report writing and presentation skills.
- Excellent customer service skills.
- Understanding of accepted standards with respect to confidentiality.
- Experience working with francophone partners and strong understanding of the francophone culture and language, and Bilingual (French and English), written and spoken is required.
- Valid Ontario Driver's license and access to a reliable vehicle for use on the job.
- Ability to travel throughout the District of Nipissing.