

POSITION: EARLY LITERACY SPECIALIST**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543388**POSTING STATUS:** Regular Full Time**POSITION #:** 00003971**# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$24.75 to \$29.09 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Program & Policy Supervisor, is responsible for program development and communication strategies designed to strengthen, support and promote effective literacy and language development for children, birth to age 6. Plans, coordinates, monitors early literacy programming. Designs and delivers training sessions in early literacy development and current best practices. Collaborates in literacy initiatives with community agencies and programs. Facilitates large and small group presentations in the area of literacy. Serves as an ongoing liaison between the Lead Agency and the MCFCS. Interprets evaluation measures, including scores from the standardized grade 3 tests. Conducts community forums and focus groups to coordinate literacy initiatives in the community. Attends networking meetings of regional Early Literacy Specialists, conferences and Provincial meetings as required. Receives, tracks, circulates and monitors resource materials. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program.

QUALIFICATIONS:

- Must have a university degree in a related field such as early childhood education, library sciences, child development, primary school teaching;
- Must have over one (1) year experience in services for children and families;
- Proficiency in English language
- Demonstrated proficiency in communication and collaboration skills and experience working with a variety of groups;
- Demonstrated interpersonal skills;
- Knowledge of early childhood development and parenting;
- Must have proven technical and analytical skills;
- Must have the ability to travel to offsite 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.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete and Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012