

## ECE Placement Coordinator - Part Time

**Date of Posting:** October 17, 2017

**Closing Date:** November 10, 2017

**Overview:**

Six Nations Polytechnic is offering a 2 year college diploma program in Early Childhood Education at their Brantford Campus. We are currently recruiting for a Placement Coordinator to start in January 2018.

The Placement Coordinator sets up, organizes, implements and monitors the field placement process for the Early Childhood Education (ECE) program by setting up, organizing, implementing and monitoring the overall field placements; maintaining student files and miscellaneous correspondence for the program as it relates to placement.

If you are interested in playing a role in developing leaders and shaping the future of members of our community, then we encourage you submit your resume for this exciting position.

**Responsibilities**

- Acting as an ECE team member and the primary contact for students, faculty, and field placement agencies.
- Distributing and collecting documentation with respect to placement (placement request forms, certification forms, checklists).
- Contacting agencies, matching students with placement agencies, coordinating interviews, sending documentation (placement packages) to agencies.
- Tracking placement documentation, including evaluations, for the program; keeping up to date student placement files; updating student requirements, assignments, and evaluation forms.
- Facilitating placement preparation learning experience for students; assisting students in determining career path and possibilities in the field.
- Supporting resume-building and interviewing preparation.
- Compiling, preparing, maintaining and updating a database of placement agencies, as well as setting up new sites as host placements.
- Visiting each student on-site during their placement experience.
- Discussing performance of the student with the student and the supervisor.
- Seeking out new opportunities for students within and beyond the Brant/Haldimand/Six Nations areas.
- Participating in program recruitment and promotional events.

**Qualifications**

The successful applicant must have:

- Minimum 2 year diploma in Early Childhood Education.
- Registered Early Childhood Educator (RECE).
- A minimum of 5 years work experience as an established Early Childhood Educator who has a vast knowledge and a variety of experiences working with children ages 0-12, families and students.
- Ability to build, foster and maintain professional relationships with students, staff and community partners.
- Skilled at recognizing the unique needs of host agencies/providers.
- Proficiency in MS Office, Excel, Blackboard and Windows applications.
- High level of organizational, problem-solving and attention to detail.
- Professional attitude with a focus on quality service, confidentiality, ethical behaviours.
- Excellent recording/tracking skills.

**Salary:**

Hourly paid position – Salary to be determined.

**Application Procedure:**

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three professional, community, and/or academic references.**

**Above application materials can be sent to the attention of:**

Connie Greubel, Post Secondary and Programs Manager, SNP Brantford

Email: [connie.greubel@snpolytechnic.com](mailto:connie.greubel@snpolytechnic.com)

Please put ECE Job Posting in the subject line.

**Or** in a sealed envelope mailed or hand delivered, clearly marked “ECE Job Posting” to:

Six Nations Polytechnic Inc.

411 Elgin Street, Brantford, ON N3S 7P5