

Opportunity

The Alberta Resource Centre for Quality Enhancement (ARCQE) is currently seeking the expertise of a Curriculum Support Specialist to provide in office support and resource development needs of all supporting Curriculum Framework Support grants. The intended goal of this contract position will be to work in partnership with the CFS Project Coordinators, Pedagogical Leaders, as part of the multi-disciplinary team at the ARCQE provincial office in Edmonton and all licensed child care programs/educators engaged in these initiatives.

Scope of roles and responsibilities associated with this position include but are not limited to:

- Organizing and scheduling all professional learning series cohorts (PFP, SCP, LTPL) for delivery annually aligned with project deliverable targets identified for the year.
- Coordinating in partnership with Project Coordinators, Facilitator/Moderator needs to guide training and effective delivery needs of the 3 curriculum learning series sessions.
- Supporting onboarding and training needs of new Facilitator/Moderators for each professional learning series as appropriate to support attainment of year-end project targets.
- Guiding educators/learner enrollment to appropriate learning series, and troubleshooting questions, and access to the platform.
- Supporting updates to ministry relative to schedule cohort cycles and end-dates of each series to prepare the ministry office for Release Time Funding request anticipated volume.
- Managing/supporting printing of certificates of completion for educators as their participation in learning series' ends; ensuring that certificates are issued for "actual" time attended.
- Tracking and monitoring of all registration, attendance and issuance of PD certificates pertaining to all PP Program professional learning sessions.
- Supporting overall program objectives under the direction of the Pedagogical Partner Program's Project Coordinators (i.e. training, correspondence to PP's, etc...)
- Ordering and distribution and inventory of PP Program resources & equipment to Partner contractors across Alberta
- Supporting all PP Partner training events, (annual symposium and retreat coordination) regarding venue space, accommodations and catering and hotel contract details for those attending, information and resource package development for sessions, and attending and engaging in training events to provide on site support to Pedagogical Partners/Leaders
- Coordination as appropriate for travel support for PP contractors attending training events (i.e. booking of Flights)
- Supporting information to the Project Coordinators regarding quarterly deliverables reporting (i.e. numbers of attendance to PD sessions per ¼)
- Guiding/supporting meetings with Pedagogical Leaders and Facilitator/Moderator teams Quarterly to review issues/ trends and learning series updates.
- Supporting visioning forward for further curriculum development resources, learning sessions and PP support services.

Curriculum Program Support Specialist

Qualifications

- Level 3 Certification & Diploma and/or Degree in Early Childhood Education or equivalency.
- Experience with Flight: Alberta's Early Learning & Care Curriculum an asset
- Capacity with use of office programs (i.e. Microsoft Word, Excel, PowerPoint, Meebo, Asana Slack etc...)
- Strong interpersonal communication skills
- Excellent organization and time management skills
- Ability to work independently as well as within an office environment structure.

Details

To Apply: Please forward a letter of expressed interest along with resume to rebeccal@arcqe.ca

Desired start: May 2024

Location: This is an "in-office" position at the ARCQE provincial office located in Edmonton but supports work with all members of ARCQE across Alberta.

Remuneration: This is contract position funded annually. Details of remuneration based on qualifications and experience in relation to those selected for interviews.

***Only successful candidates will be contacted for interviews.
Thank you in advance for your interest!***