

## What?

The Alberta Resource Centre for Quality Enhancement (**ARCQE**) is now actively seeking to broaden our provincial support team by way of engaging experienced Early Childhood Educators to serve in a Contract Coaching capacity supporting various program initiatives. We are expanding opportunities of our sponsored support services available to licensed Child Care Programs, Family Child Care (FCC), Preschools and Out of School (OSC) programs across Alberta.

**As an Early Learning Coach with ARCQE, contracted responsibilities will evolve throughout the year and include the following responsibilities:**

- Attendance to a 12-hour Coach Orientation and commitment to engagement in continuous professional learning opportunities throughout the year
- Ability to provide site-specific support to Child Care, FCC, Preschools & OSC programs; based on approximately 4-6 hrs a month/program. Includes some planning and preparation time (may involve travel/ virtual support)
- Capacity to support individual educators and program leaders/administrators through a variety of applied strategies, reflective practice dialogue and/or facilitated professional learning focused on support needs and early learning practice
- Ability to effectively support monthly program documentation and project reporting

## When?

**ARCQE** is looking for early learning Coaches that can serve a caseload of at least *3 or more* programs depending on location. Your commitment will be over the course of **June 2023 – March 2024**, with the possibility of renewal for 2024-2025 and Coach performance and caseload review, (pending ministry priorities).

## Where?

Involvement as an **ARCQE** coach is province-wide, based on demand and geographical location of programs. Coach caseloads evolve throughout the contract year as project involvement dictates, contractor availability. Early Learning Coaches are expected to support

programs primarily by way of regular scheduled on-site visits with sporadic consultation between visits as required. Travel-related support is available to facilitate site-specific visits of rural/remote sites.

# Who?

**ARCQE** seeks to enlist contractors across all of Alberta's geographical regions. Urban centers and rural communities!

Coaching involves a wide array of leadership skills and expertise, **candidates interested in applying should at minimum possess the following:**

1. An ELCC Diploma
2. Five years experience working in a licensed program/agency (post credential)
3. Knowledge of Alberta's Curriculum Framework, *FLIGHT*, and child care regulation

# How?

Those interested in the possibility of contracting as an Early Learning Coach with **ARCQE** are being asked to submit a formal Letter of Expressed Interest and Resume that speaks to the following:

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**Availability** Meet time commitments, contract expectations, and responsibilities throughout the year as outlined

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**Specific Interest** Share prior involvement and related experience you have had relative to child care regulations, Ages and Stages developmental screening, cultural diversity, knowledge of Alberta's Curriculum Framework and pedagogical leadership, or other related work that speaks to skills and expertise you bring to the coaching role.

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**Education & Credentials** Minimum of a 2-year Early Learning & Child Care Diploma, and/or related degree from a recognized public post-secondary institution, as well as having a Level III Certification in good standing.

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**Commitment to Professional Learning** Evidence of active engagement in the field and remaining abreast of current practice trends, early learning, and care research. (i.e., membership, Conferences, engagement in regional and community groups, etc.)

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**Experience** Demonstrated evidence and relevant practice in one or more service areas of the sector (i.e., center-based care, family child care, preschool, out-of-school care, child care administration, academic instruction, and research-related work, related project work).

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**Technical Ability** Knowledge and proficiency with Google Docs and Drives, virtual meeting/ video platforms, (i.e. Zoom) Microsoft Office programs such as Word, Excel and PowerPoint.

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**Leadership Skills** The capacity and ability for the following: mentor and guide relationship-based practice; have confidence in public speaking and facilitating presentations; strong communication and writing skills; along with critical thinking.

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To apply and/or receive further information please send questions or applications to ARCQE's Assistant Director.

**Assistant Director**  
Rebecca Leong Dixon  
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