



POSITION DESCRIPTION

Position Title: Program Coordinator

Division: Health & Human Services

Classification: Program Coordinator Extension Services 1 Supervisor's Title: Chairperson, Health & Human Services

POSITION SUMMARY

Reporting to the chair, the Program Coordinator for Early Childhood Education (ECE) is responsible for the design, development, quality assurance, management, supervision, success, and day-to-day operations of ECE programs within the School of Health & Human Services. ECE programs may be offered in various locations and delivery modalities, including on campus, in community, in person, virtually, and through distance education.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Provide academic leadership for ECE programs by supporting faculty, students, and quality curriculum development.

- Faculty: Inspire, unite, observe, coach, develop, and support instructors to meet their full potential.
- Students: Champion student success and uphold standards for integrity, behaviour, conduct, and industry-readiness.
- Curriculum: Ensure quality assurance in curriculum planning, design, development, regulatory alignment, assessment, and documentation.

Strengthening partnerships to enhance ECE programming.

- College: Collaborate with departments across Assiniboine, including registration, marketing, Indigenous services, Learning Curve, CLI, Student Services, and the Student Association.
- Industry: Connect with industry partners to improve existing programs and identify new programming opportunities.
- Community: Work in and alongside communities to identify needs and to develop and deliver specialized programming.
- Regulatory: Collaborate with governing and regulatory bodies, as well as other institutions, to design and implement quality programming.

Manage operations of ECE programs.

- Financial: Monitor and manage budgets and financial resources.
- Academic: Engage in ongoing quality assurance efforts, program renewals, and academic calendar obligations.
- Supervision: Recruit, hire, supervise, and manage faculty performance and workload.
- Students: Support student success in collaboration with instructors and student support services in accordance with applicable policy.

Secondary:

Work cooperatively with colleagues, students, and community partners.

- Uphold integrity, humility, empathy, care, and collaboration as core values.
- Actively build and sustain relationships with Indigenous partners, faculty, and students, and contribute intentionally to ongoing efforts to Indigenize curriculum.

OTHER RESPONSIBILITIES AND ACCOUNTABILITIES

- Program Coordinators will participate in recruitment efforts.
- Travel to and close communication with communities to ensure program success will be a regular part of the job.
- Ongoing Professional development, including TFL, is required.
- Employees of Assiniboine College will uphold college principles and positively represent themselves and the college, even outside working hours.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	<u>5-15</u>
Staff Positions Indirectly Supervised	<u>10</u>

The incumbent may work with the following:

- Program coordinators will report to the chair of Health & Human Services and collaborate with other chairs, office administration, faculty, and students.
- Program coordinators will collaborate with cross-college departments and support services.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Manitoba ECE III designation
- Knowledge of instructional best practices and pedagogy as well as an ability to lead, mentor, and inspire instructional staff in applying effective teaching strategies.
- Demonstrated ability to develop and launch new academic programs through research, collaboration with governing and institutional partners, and comprehensive program planning and management.
- Understanding of trauma-informed, harm-reduction, and culturally responsive practices, including work with Indigenous and diverse communities.
- Ability to manage staff through organizational change, performance management, professional development, and the promotion of a positive workplace culture.
- Technologically proficient in supporting program success through program mapping, curriculum blueprints, course outlines, assessments, Moodle components, budgeting, performance management, and communications.

Decisions to make Autonomously

- Academic integrity at Level 1 and 2, as designated (Policy A25). Report Level 2 to chair and Registrar
- Performance management of faculty
- Timetabling and faculty workload scheduling

Decisions to refer to Chair

- Student conduct beyond Level 1 (Policy A02)
- Academic integrity repeated Level 2 or beyond
- Discipline of faculty
- Faculty workload assignment
- Community partner relationship issues
- Spending authority above \$1500

Employee's Signature

Date

Supervisor's Signature

Date