



EARLY CHILDHOOD EDUCATION PRACTICUM COORDINATOR

RIDGE MEADOWS COLLEGE

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY EARLY CHILDHOOD EDUCATION PRACTICUM COORDINATOR

Reporting to the ECE Program Chair, the Early Childhood Education (ECE) Practicum Coordinator will support the Program Chair in ensuring that the ECE department is efficient in responding to student, community and ECE Registry needs. The Practicum Coordinator will arrange practicum placements for students, mentor and train practicum supervisors, and visit, supervise, instruct, and assess ECE students while they are on their practicums. The practicum coordinator will recruit new practicum host sites and build relationships with childcare facilities in the Lower Mainland.

RESPONSIBILITIES

1. Coordinates between childcare centers, students and supervisors to arrange practicum placements for students.
2. Assigns students to college practicum supervisors and informs all parties of placement assignments. Provides direct student practicum supervision for at least one student for each practicum per semester.
3. Prepares practicum supervision contracts for college practicum instructors.
4. Updates practicum course materials and handbooks on an ongoing basis.
5. Updates the practicum course syllabus prior to the first class and submits an electronic copy to the Program Chair for filing.
6. Collaborates with the ECE Program Chair when changing or updating any course content to ensure compliance with ECE Registry requirements.
7. Attends staff and faculty meetings (in person or virtual) and participates in the program communication app.
8. Visits and assesses prospective practicum placement sites for compatibility with college goals and philosophies.

9. Onboards and mentors new and current practicum supervisors.
10. Assists and mentors practicum students who may require additional learning time or materials. Meets with students and/or practicum supervisors as necessary.
11. Conducts information sessions and instructs ECED 1900: Practicum Preparation as well as practicum seminars each semester.
12. Performs other related duties as required.

QUALIFICATIONS

1. A bachelor's degree or diploma in Early Childhood Education or combination of experience and education related to the field of instruction.
2. Valid Early Childhood Educator certification that includes post-basic training in infant/toddler and/or special needs.
3. Minimum of 5 years' experience as a licensed Early Childhood Educator – preferably in multiple settings.
4. Experience teaching adults in-person and in an online environment.
5. Familiarity with online student information systems such as Moodle or Blackboard is an asset.
6. Good computer literacy with a broad knowledge of Microsoft office programs, including Word, Teams and PowerPoint.
7. Strong problem solving, interpersonal, organizational, and teamwork skills.
8. Proven ability to communicate with various working groups.
9. Demonstrated understanding, experience, and commitment to the ECE field.
10. Evidence of good working knowledge of curriculum and instructional practices in the field of adult education.
11. Demonstrated ability to work at a level of independence and with the degree of initiative appropriate to the position.
12. A valid BC driver's license.

This is a 0.5 FTE temporary position for a two-year term, effective July 1, 2024 to June 30, 2026; with a possibility of extension beyond June 30, 2026, pending budget approval.

COMPENSATION

The salary range for this position is \$34,461-\$43,076 plus an excellent benefits package.

TO APPLY

To apply, please send your cover letter, resume and [district application form](#) to applicants@sd42.ca, this posting will remain open until June 30, 2024, and the anticipated start date is July 15, 2024. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.