MOBILE EARLY LEARNING COMMUNITY DEVELOPER: ROLE AND RESPONSIBILITIES June 2024

Position Profile: Community Developer, East Central – Area 12

Directly Reports To: Early Years Consultant

In-Directly Reports: Superintendent of Learning

Duties and Responsibilities

The Community Developer, as a part of a large network of community developers throughout the province, works with stakeholders and partners to develop strategies to support families with young children, promotes and enhances early childhood development, well-being and outcomes. This includes the social determinants of health as they pertain to early childhood in rural communities.

The Community Developer is responsible to facilitate planning, training and collaboration in the area of early childhood, aligning services, supporting community engagement and mobilization, identifying and building on community assets and supporting alignment with Saskatchewan's Early Years Plan.

The Mobile Early Learning Community Developer will:

1. Work collaboratively to promote community, interagency and interdisciplinary approaches to enhance early childhood development

2. Assist communities in identifying services available, barriers and gaps in services

3. Support the development of working relationships to ensure families are able to navigate the service delivery system

4. Access available data with focus on early childhood development to inform decision making

5. Identify and build on strengths and capacities of early childhood programs

6. Advocate and promote the development of community, interagency and interdisciplinary approaches to early childhood development

7. Provide training/education to community and human service providers to increase capacity as it relates to early childhood development

8. Provide written and oral reports as requested on progress towards goals

9. Perform other duties as assigned

Education & Qualifications

- Post-secondary degree in human services or a combination of education and experience
- Knowledge of community development processes
- Ability to work with a variety of groups, each with diverse interests and perspectives
- Interpersonal communication (oral and written) and group facilitation skills
- Ability to work independently and as part of a team
- Ability to travel and work flexible hours
- Computer skills
- Valid Saskatchewan driver's license

Competencies, Skills and Abilities

- **Quality & Organization of Work**

  The Community Developer must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

  The Community Developer must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

  The Community Developer must communicate effectively to school administration and staff and division level personnel. Excellent interpersonal skills along with proven written and oral communication are required, as well as computer skills.

- **Job Knowledge**

  The Community Developer must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.

- **Cooperation & Teamwork**

  This position involves working collaboratively with senior management and other personnel on a daily basis. The Community Developer must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

  The Community Developer must display a positive attitude toward others, their work, schools and the division.

- **Confidentiality**

  At no time should the Community Developer discuss in public information pertaining to employees, students or the operation of the division. The Community Developer is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act.*

Updated: November 14, 2016, June 2024