Edmonton Catholic Schools is now accepting applications for the position of

Physical Education Coordinator
(Temporary position)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 41,000 students and 5,000 employees in 90 schools and other sites.

Edmonton Catholic Schools requires a temporary Physical Education Coordinator to provide outdoor physical literacy experiences and skills to early learning children (aged three to seven years) within the education environment. The incumbent works in close collaboration with the school team and multi-disciplinary team and provides expertise in planning outdoor physical literacy programs for children in the early education programs.

The job ensures that strategies and program plans occur in an inclusive setting and benefit all children in the classroom. The incumbent is involved in building capacity not only with the teacher, but also the parents in family programming in the community.

This is a temporary, Out of Scope, Level 4 position with a salary range of $51,261.00 - $64,085.00 (10 month). Position to commence on January 9, 2017. The successful applicant’s starting salary will be based on the individual’s education, qualifications and directly related experience.

Primary Responsibilities:
- Collaborate with the Adapted Physical Education Specialist to plan, develop and deliver inclusive, adapted physical education programming;
- Provide functional leadership to programs support staff;
- Liaise closely with the teachers, educational assistants, early learning facilitators, parents and other members of the school team;
- Monitor children’s progress by providing ongoing observation of development especially for those children who may have limited ability to participate in physical activity;
- Maintain links with community based facilities to promote lifelong enjoyment of physical activity;
- Generalize intervention strategies to all natural environments;
- Participate in professional development for parents, teachers, early learning facilitators and education assistants that model effective strategies.

Qualifications:
- Degree in an area related to physical education, plus three (3) years of directly related experience;
- Knowledge of outdoor education programming, Alberta Education Physical Education curriculum and general physical literacy;
- Understanding of the Pyramid of Intervention, early learning educational philosophy and the Reggio philosophy;
- Strong observational and problem-solving skills are required to identify and address age appropriate participation in a variety of outdoor activities;
- Strong written and verbal communication skills;
- Strong presentation and instructional skills with the ability to present to a wide range of stakeholders.

A complete job description is shown below.

For further information on this job opportunity, please contact Shamala Manilall at Shamala.Manilall@ecsd.net

To apply, please email a letter of interest and resume by 4:00 p.m., Friday, December 16, 2016 to:

Shamala Manilall, Manager, Occupational/Physical Therapy
resumesearlylearning@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.
**PRIMARY FOCUS/OVERALL ACCOUNTABILITY:** Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

This job provides outdoor physical literacy experiences and skills to early learning children (aged three to seven years) within the education environment. The incumbent works in close collaboration with the school team and multi-disciplinary team and provides expertise in planning outdoor physical literacy programs for children in the Early Education Programs.

The job ensures that strategies and program plans occur in an inclusive setting and benefit all children in the classroom. The incumbent is involved in building capacity not only with the teacher, but also the parents in family programming in the community.

The incumbent promotes Physical Literacy for all children, in addition to the generalization of these skills to a variety of outdoor facilities and spaces.

**JOB RESPONSIBILITIES AND ACTIVITIES:** Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. **Program management**
   - Collaborate with the Adapted Physical Education Specialist to plan, develop and deliver inclusive, adapted physical education programming
   - Provide functional leadership to the programs support staff
   - Promote outdoor education benefits with educational teams and parents
   - Work with the students on a daily basis and support them in other areas of the overall program
   - Schedule, coordinate and implement a progressive range of activities

2. **Multi-disciplinary team participation**
   - Liaise closely with the teachers, educational assistants, early learning facilitators, parents and other members of the school team
   - Liaise closely with the Early Learning team
   - Provide feedback on children’s participation in physical education experiences
   - Participate in short and long-term strategic and operational planning
   - Develop overall strategic plans to set targets, achieve and measure goals and outcomes – within a strength based programming context

3. **Observation and problem resolution**
   - Monitor children’s progress by providing ongoing observation of development especially for those children who may have limited ability to participate in physical activity
   - Through observation, identify and address age appropriate participation in a variety of physical education activities
   - Ensure carryover of skills from outdoor experiences in parks back into the school setting

4. **Communication and consultation**
   - Maintain links with community based facilities to promote lifelong enjoyment of physical activity
   - Provide feedback on students’ development, Individual Program and/or Behaviour Plans
   - Obtain feedback on programming from students, teachers and parents
### JOB RESPONSIBILITIES AND ACTIVITIES

Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

- Incorporate feedback into future programming enhancement

5. **Intervention and sensory strategies**
   - Generalize intervention strategies to all natural environments
   - Collaborate with other therapists to demonstrate cross-connection
   - Model and demonstrate strategies used for teachers and other members of the classroom team.
   - Integrate strategies from the MDT to support IPP goals as appropriate

6. **Training and development**
   - Participate in professional development for parents, teachers, early learning facilitators and educational assistants that model effective strategies
   - Maintain technical knowledge through a range of professional development activities
   - Develop and maintain a network of professional contacts

### PROBLEM SOLVING

Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval.

The incumbent uses observational and problem-solving skills to identify and address age appropriate participation in a variety of physical education activities. The job organizes and schedules attendance at week-long outdoor physical literacy programs.

The job identifies opportunities and maintains links with classroom teams to promote lifelong enjoyment of physical activity. The incumbent works within a multi-disciplinary team and determines how to integrate IPP goals with other team members’ goals so that the child can develop to their full potential.

### ORGANIZATIONAL DATA

Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organization Chart that includes supervisor, peers, direct reports and staff.

This incumbent works with a multi-disciplinary team and is responsible for children in early learning programs attending the Forest School. This includes children who have been identified with severe, mild/moderate needs and those who are typically developing. The programs are inclusive, and welcoming to all children, so an understanding of the Pyramid of Intervention (the integration of broad based supports/strategies within a large group, small group and with individuals is critical).

This incumbent collaborates with the Principal, Genesis School, Adapted Physical Education Specialist and Early Learning Facilitators in program planning activities.

The job has regular contact with occupational therapists, speech and language pathologists, adapted physical education specialist, behavioural specialists, psychologists, family school liaison social workers, fine arts specialist and early learning consultants.
Out of Scope Job Description

Organizational Chart

REPORTING RELATIONSHIPS: Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Responsibilities</th>
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</table>

CONTACTS: Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Principals, teachers, educational assistants, consultants, early learning facilitators and specialists</td>
<td>To provide information, guidance and direction in area of expertise To problem solve To collaborate on educational teams</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Parents/guardians</td>
<td>To provide feedback and guidance To respond to questions and resolve problems.</td>
<td>As needed</td>
</tr>
<tr>
<td>Students</td>
<td>To support and guide students in participating in novel outdoor activities and experiences safely. To promote a lifelong enjoyment of physical activity.</td>
<td>As needed</td>
</tr>
<tr>
<td>Vendors, suppliers and service providers</td>
<td>To obtain appropriate equipment and materials To resolve problems</td>
<td>As needed</td>
</tr>
<tr>
<td>Network of professional contacts</td>
<td>To obtain and provide information To share best practices and resolve problems</td>
<td>As needed</td>
</tr>
<tr>
<td>Agencies, community resources and City of Edmonton</td>
<td>Liaison with Edmonton Student Health Initiative Partnership and other professional To schedule and coordinate activities</td>
<td>As needed</td>
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</table>
**Out of Scope Job Description**

**Job Qualifications:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

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<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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<tr>
<td>Degree in an area related to Physical Education, plus experience three years of directly\t related experience</td>
<td>• Strong observational and problem-solving skills are required to identify and address age appropriate participation in a variety of outdoor activities</td>
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<td>• Knowledge of outdoor education programing, Alberta Education Physical Education curriculum and general Physical Literacy</td>
<td>• Strong written and verbal communication skills</td>
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<td>• Understanding of the Pyramid of Intervention, early learning educational philosophy and the Reggio philosophy</td>
<td>• Strong presentation and instructional skills with the ability to present to a wide-range of stakeholders</td>
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<td>• Knowledge of community resources and facilities to meet student needs</td>
<td>• Strong needs assessment skills and effective decision making</td>
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<td>• Knowledge of program development, planning, presentation and instructional principles and techniques</td>
<td>• Strong leadership skills and an ability to work independently outdoors with large groups of young children</td>
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<tr>
<td>• Working knowledge of various disciplines to meet the needs of the whole child.</td>
<td>• Strong consultation and facilitation skills and the ability to work as a member of an inter-disciplinary team</td>
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<tr>
<td>• Microsoft programs including Word, Outlook, PowerPoint and the Internet</td>
<td>• Strong teamwork skills with the ability to work as part of a team and independently</td>
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<tr>
<td>• Knowledge of workplace safety and Occupational Health and Safety regulations</td>
<td>• Flexibility is essential for this incumbent given the variety of children’s abilities, needs and conditions.</td>
</tr>
<tr>
<td>• Knowledge of records management principles including FOIP Legislation</td>
<td>• General knowledge of the District’s and department’s operations, business and programs</td>
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Signatures

The signatures below indicate that the incumbent, supervisor and principal/director have read, discussed, and agreed that the information accurately reflects the work assigned.

**Incumbent**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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**Supervisor**

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**Manager**

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*This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services 780 441-6061.*