



Invite Applications for a  
**PARENTING AND FAMILY LITERACY COORDINATOR**  
(4 hours per day)

The Brant Haldimand Norfolk Catholic District School Board and the Grand Erie District School Board have entered into a joint venture to employ a Coordinator to coordinate and manage the Boards' Parenting and Family Literacy Centres, currently located in the City of Brantford. The role is designed to provide leadership and support to Board administration and Centre staff to ensure consistency of program standards and to communicate, advocate and promote best practices for the Centres. In addition, the successful candidate will oversee the day-to-day operation of the Centres, manage the budget, arrange and facilitate professional learning for Centre staff, supervise staff, collect and report regularly to the Ministry of Education, participate on related committees, and work in the community to offer complementary and seamless delivery of programs and services to families in order to meet their individual needs. The successful candidate will also be involved in the initial setup of the Parenting and Family Literacy Centres (purchase of furniture, equipment and supplies, etc.).

The successful candidate will possess strong customer service focus, proven leadership capabilities in collaborative decision-making, and demonstrated team building abilities. Using highly-developed communication and interpersonal skills, the incumbent will provide direction and support that builds trust, develops relationships, and motivates staff to respond to the needs of parents, caregivers and their children. The Coordinator will have demonstrated knowledge and experience in parenting education, early childhood development, and family literacy/numeracy. The incumbent will have excellent problem solving, organizational and conflict resolution skills and possess initiative. Proficiency in the use of computers and software programs is required. In addition, the successful candidate must have a valid Ontario driver's licence and a means of transportation.

Candidates must have completed, at a minimum, a diploma in Early Childhood Education (or the equivalent), be registered with the Ontario College of Early Childhood Educators, and have several years of experience working with pre-school age children. Supervisory and leadership experience in an early childhood setting and/or education environment is required.

Salary Range: \$33,450 to \$39,354 annually (September to August). A competitive benefits package is available.

Effective Date: As soon as possible

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked "personal and confidential", which includes a complete resume, cover letter with the names and telephone numbers of at least three professional references (including your current or most recent supervisor) **by November 7, 2012**. Apply to:

Sharon Bell, Manager of Human Resources  
The Grand Erie District School Board  
349 Erie Avenue, Brantford, Ontario N3T 5V3  
Fax (519) 759-5362 or email at [hr@granderie.ca](mailto:hr@granderie.ca)

A successful candidate new to the Boards will be required to provide a Police Records Check that is acceptable to the Boards prior to commencement of employment.

Rita Collver (GEDSB), Cliff Casey (BHNCD SB)  
Board Chairs

John Forbeck (GEDSB), Chris Roehrig (BHNCD SB)  
Directors of Education