



## Position Description

### Title

Mentoring Pairs for Child Care (MPCC) Evaluation Observer

### Description

Reporting to the MPCC Evaluation & Promotion Facilitator, Evaluation Observers are independently contracted consultants who are responsible for achieving inter-rater reliability standards on the tools being used (ECERS-R, CIS, and PAS) and for coordinating, scheduling, and conducting pre- and post-observations using these tools in up to ten (10) licensed child care centres in their areas. They are also responsible for accurate data collection and reporting, including online data input, following up on incorrect or missing data and the safe and secure storage of the information collected. Evaluation Observers will also be required to return all print copies of pre- and post-observations to the ECCDC's MPCC project.

### Objective

As part of the evaluation of the overall provincial MPCC project, to collect accurate and timely, pre- and post-observational data on up to one hundred (100) centres from ten (10) communities participating in the 2010 Mentoring Pairs for Child Care program (i.e. 10 centres being observed in each of the 10 communities by their own Observers).

### Tasks

- Participate in training to learn how to administer the measurement tools used in data collection.
- Observers may also be required to complete an inter-rater reliability check prior to the post-program observations in January 2011 and, if needed, will be required to attend booster training.
- Achieve and maintain agreed-to inter-rater agreement levels in all the instruments to be used for the duration of her/his involvement with data collection.
- Assist in obtaining and verifying consent from all participating centres in your area, as requested.
- Arrange pre- and post-program data collection schedules with up to ten (10) assigned centres.
- Collect on site, pre- and post-program interview and observational data in up to ten (10) centres (pre: December 2009/January 2010 and post: January/February 2011).
- Check the data on scoring sheets prior to leaving centres to ensure that no items are missing.
- Input data from scoring sheets into online forms and consult with Evaluation & Promotion Facilitator on datasets, including obtaining missing or incomplete data, as required.
- Store all completed forms and scoring sheets in a locked and secure location, prior to sending originals to the ECCDC.
- Return original scoring sheets and forms to the ECCDC.



## Duration

November 2009 – February 2011 (intermittent work schedule)

## Hours

In total, including training, 29-30 days will be required from November 2009 to March 2011.

## Compensation

Daily honorarium for observations; employer staff replacement stipend; and Observer travel costs (for training days).

## Required Qualifications & Experience

- Two year ECE diploma (additional qualifications would be an asset)
- Minimum of two years' post-graduate experience in a child care centre
- Flexible schedule and ability to travel and stay out of town overnight, if required.
- Ability to attend two separate training sessions (including overnight) scheduled for October 20-23, 2009 and October 27-29, 2009 (inclusive – location to be confirmed).
- Additional qualifications, centre-based experience, and/or prior experience in field-based data collection.
- Demonstrated commitment to quality child care.
- Professional and personable demeanour.
- Capable of maintaining confidentiality.
- Responsible, reliable, and dependable and realizes the importance of fulfilling obligations.
- Patient, works well under pressure, remains calm under stressful or difficult situations, and has a solution-oriented and cooperative attitude.

## How to apply

Please forward your résumé by email or fax to Sharon Maksymyshyn, MPCC Evaluation & Promotion Facilitator at: [smaksymyshyn@eccdc.org](mailto:smaksymyshyn@eccdc.org) or by fax at 905.646.2692 no later than September 21, 2009.

The Early Childhood Community Development Centre is an equal opportunity employer offering competitive salary and benefits. Only those candidates selected for an interview will be contacted.