

**SUMMARY**

Under the general direction of Director of Instruction, Early Years – Gr. 12or designate, will be responsible for the delivery of the StrongStart Early Learning program for parents and caregivers and preschool aged children environment.

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**DUTIES**

1. Parents and caregivers will be supported to participate alongside their children in a purposeful, play-based environment.
  2. The facilitator will develop and facilitate a program based on the principles and living inquiries of the BC Early Learning Framework as required by the Ministry of Education
  3. Facilitate and promote special events, workshops, meetings, and parent information sessions for the centre
  4. Provide current information and effectively communicate on early learning opportunities in the community utilizing the services of other agencies and organizations.
  5. Respond to information and resource requests from parents and care providers
  6. Maintain a working knowledge of community services, resource individuals and support for children and their families.
  7. Coordinate and liaise with school-based principal.
  8. Attend meetings as required that pertain to the StrongStart Program.
  9. Receives and distribute correspondence, forms, applications, brochures, and newsletters that relate to the StrongStart Program.
  10. Enter attendance electronically on a daily basis.
  11. Maintain a working knowledge of current and changing Ministry and District policies and regulations and communicate this information to care providers, families, and community members.
  12. Develop positive working relationships with the community and partners and celebrate the cultural diversity of the community.
  13. Participate in professional development, workshops, training and keep current with early learning and childcare issues.
  14. Maintain and request supplies for the program: consumables, books arts and crafts and nutrition supplies
  15. Maintain health and safety practices in accordance with the StrongStart BC Operations Guide, and specifically, to clean and disinfect toys the diaper changing areas, and food preparation areas.
  16. May, on occasion, be required to perform other related duties as assigned.
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**QUALIFICATIONS**

- High school graduation or the equivalent.
  - Possession of a valid Early Childhood Education (ECE) License to practice in Early Childhood Education (two years education)
  - A valid Child Safe First Aid Certificate
  - Three years relevant and recent experience in creating, planning, implementing, and budgeting for a parent participation early learning program
  - Strong verbal, written communication, and interpersonal skills. Ability to plan, organize and implement special events, workshops, meetings, and information sessions
  - Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect, to promote awareness of early learning issues and to promote and market the StrongStart program as required
  - Knowledge of child development, family dynamics, community resources and supports for early learning
  - Ability to keep accurate records using an electronic device
  - Ability to maintain the confidentiality of sensitive information seen or heard
  - A current class 5 drivers' license
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