

TITLE: STRONG START FACILITATOR
SECTION: District
REPORTS TO: Assistant Superintendent, Education Programs or designate

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SUMMARY

Under the general direction of Assistant Superintendent or designate, will be responsible for the delivery of the StrongStart Early Learning program for parents and caregivers and preschool aged children environment.

DUTIES

1. Parents and caregivers will be supported to participate alongside their children in a purposeful, play-based environment.
2. The facilitator will develop a program based on the Areas of Learning in the BC Early Learning Framework as required by the Ministry of Education – for example, written “Shape of the Day” itinerary; Written daily plans.
3. Plan, set up and facilitate the delivery of the program.
4. Facilitate and promote special events, workshops, meetings, and parent information sessions for the centre
5. Provide current information and effectively communicate on early learning opportunities in the community utilizing the services of other agencies and organizations.
6. Respond to information and resource requests from parents and care providers
7. Maintain a working knowledge of community services, resource individuals and support for children and their families.
8. Coordinate and liaise with school-based principal.
9. Attend meetings as required that pertain to the StrongStart Program.
10. Receives and distribute correspondence, forms, applications, brochures, and newsletters that relate to the StrongStart Program.
11. Forward registration information as required to the district administration office for entering into MyEdBC and for requesting PENS.
12. Enter attendance electronically on a daily basis.
13. 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.
14. Develop positive working relationships with the community and partners and celebrate the cultural diversity of the community.
15. Participate in professional development, workshops, training and keep current with early learning and child care issues.
16. Maintain and request supplies for the program: consumables, books arts and crafts and nutrition supplies
17. 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.
18. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Successful completion of a Diploma, in Early Childhood Education with an infant toddler specialization; and a Community Care Facilities Branch B.C. License to Practice.
- A valid Child Safe First Aid Certificate
- Three years 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