



STRONG START DISTRICT FACILITATOR

JOB DESCRIPTION | JUNE 2024



NATURE AND SCOPE OF WORK

Reporting to the District Principal, Childcare and Early Learning, the Strong Start District Facilitator is responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children in an interactive, play based setting.

SPECIFIC RESPONSIBILITIES

PROGRAM MANAGEMENT:

- Ensure that the programs and activities are developed and maintained in response to the Strong Start BC guidelines.
- Create a family-friendly environment that provides safety and security for children and their caregivers.
- Maintain detailed daily program statistics.
- Record monthly and quarterly statistics for the District and Ministry of Education.
- Produce reports and work plans in cooperation with the district as required.
- Attend, as required, meetings that pertain to Strong Start District Facilitator.
- Work closely with and understand the requirements of the school personnel and District and Ministry policy and procedures.
- Develop and maintain positive working relationships with community partners.
- Promote the Strong Start program as required.
- Promote awareness of quality early learning and care.
- Supervise expenditures within the existing budget allowance.
- Make budget recommendations.

SERVICE DELIVERY:

- Lead early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally.
- Facilitate the learning of pre-school age children, starting where they are, and interpret trends in the field of early childhood education and care.
- Plan and facilitate the delivery of the daily program.

SPECIFIC RESPONSIBILITIES

SERVICE DELIVERY:

- Set up and take down daily program materials and equipment.
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning.
- Provide current early learning and care information to parents and the community.
- Help parents and caregivers to reflect on their child's learning and development.
- Encourage parent involvement and participation in the program.
- Promote, support and facilitate parent/caregiver-child relationships.
- Respond to parent, family and community requests for information and resources.
- Make referrals to community services as needed.
- Maintain confidentiality in all matters relating to children and parents except where the law requires disclosure.
- Meet with parents as needed on an outreach basis.
- Respect parental and cultural values, goals, and expectations.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- A certificate or diploma in early childhood education.
- Two years of experience in early childhood education programs, working with children and families.
- Three years' experience in creating, planning, implementing and budgeting for a parent participation early learning program.
- A Community Care Facilities Branch B.C. License to Practice.
- Previous experience as a Strong Start District Facilitator is an asset.
- Currency with early learning and childcare issues.
- A valid Child Safe First Aid Certificate.
- A clear Criminal Record Review, completed prior to hiring.
- Strong verbal and written communication skills and interpersonal skills, and the ability to plan and implement special events, workshops, meetings and information sessions.
- Strong organizational and planning skills.
- An understanding of and a commitment to quality early learning.
- Ability to work effectively and proactively establish positive working relationships with a variety of parents, children, volunteers, professionals, community agencies and partners and community members.
- 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 Strong Start program as required.

QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Knowledge of child development, family dynamics, community resources and support, and early learning.
- A class 5 driver's license and access to reliable vehicle.
- Qualifications, skills, and abilities may change to meet Ministry requirements or the terms of the Strong Start contract.

REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

- A certificate or diploma in early childhood education.
- A Community Care Facilities Branch B.C. License to Practice.
- Valid First Aid Certificate
- Class 5 BC Driver's License.
- A clear Criminal Record Check to be updated every five years.

RELATIONSHIPS

- Proactively establish positive working relationships with a variety of parents, children, volunteers, professionals, community agencies and partners and community members.

REPORTING STRUCTURE

- Reports to District Principal, Childcare and Early Learning.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires a relatively equal balance of standing/walking and sitting to accommodate students' needs.
- SD72 actively manages health and safety for the organization and takes all reasonable steps to protect workers from harm including offering de-escalation training to staff. Due to challenging behaviours presented by some of our complex learners, incumbents may be exposed to physical incidents involving students (e.g.: biting, hitting, kicking, spitting), and bodily fluids.

THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

CLASSIFICATION

- This position's classification is Education Assistant and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.

