

SCHOOL DISTRICT NO.53 (OKANAGAN SIMILKAMEEN)

ROLE DESCRIPTION

POSITION: EARLY LEARNING PROGRAM COORDINATOR

Summary:

Under the direction of the Early Learning Steering Committee, the Early Learning Program Coordinator will be responsible for the delivery of the Early Learning programs at schools in School District 53 (Okanagan Similkameen).

Illustrative Examples of Work

Service Delivery

1. Keep current with early learning and child care issues;
2. Plan, set up, and facilitate the delivery of the program;
3. Facilitate special events, workshops, meetings, and parent information sessions;
4. Provide current information on early learning opportunities in the community;
5. Respond to information and resource requests from care providers, parents, community members and the general public;
6. Maintain a working knowledge of community services, resource individuals and supports for children and their families; and
7. Maintain the arts and crafts and nutrition supplies;
8. Complete other duties as required to meet the terms of the Strong Start contract.

Program Management

1. Maintain effective communication within the program;
2. Maintain detailed daily statistics about client contact;
3. Record monthly and quarterly statistics in required report form for the District and the Ministry;
4. Produce reports and work plans in cooperation with the assistant superintendent as required; and
5. Attend, as required, community, regional and provincial meetings that pertain to the Strong Start program.

Reception

1. Greet clients and provide information on the Strong Start Program;
2. Be responsible for correspondence, forms, applications, brochures and newsletters that relate to the Strong Smart program; and
3. Be responsible for recording detailed stats regarding phone call, drop-ins, referrals, also caregiver and parent activities.

Policy

1. Understand and work within District and Ministry policy and procedures; and
2. Maintain a working knowledge of current and changing Ministry policies and regulations and communicate this information to care providers, families and community members.

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Community and Public Relations

1. Develop positive working relationships with the community and partners;
2. Foster an atmosphere of trust and respect;
3. Provide information and education to members of the community about early learning issues;
4. Promote and advertise the Strong Start program as required; and
5. Promote awareness of quality early learning services.

Professionalism

1. Treat all caregivers, parents, and staff with courtesy and respect;
2. Maintain confidentiality;
3. Take an active role in staff development, workshops, and training; and
4. Work within the mission and values of School District 53 (Okanagan Similkameen).

Qualifications, Fitness and Ability

Successful candidates must have:

1. A certificate, preferably a Diploma, in Early Childhood Education;
2. A Community Care Facilities Branch B.C. License to Practice;
3. A valid Child Safe First Aid Certificate;
4. A clear Criminal Record Review, completed prior to hiring;
5. Experience in creating, planning, implementing and budgeting for a parent participation early learning program;
6. Strong verbal and written communication skills and interpersonal skills;
7. Good organizational and planning skills;
8. An understanding of, and a commitment to, quality early learning;
9. Ability to work effectively with a variety of parents, children, volunteers, professionals and community members;
10. Knowledge of child development, family dynamics, community resources and early learning; and
11. A class 5 driver's license and access to own vehicle.