

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: STRONGSTART FACILITATOR

JOB NUMBER: 135

RESPONSIBLE TO: Principal or Designate

JOB SUMMARY: Under the supervision of the principal or designate, and working in consultation with the school's StrongStart Steering Committee, the StrongStart facilitator engages parents/caregivers and their infant/pre-school children in activities that concentrate on key aspects of early childhood development and facilitates community resource sharing.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. create an environment to foster smooth transition of clients into the school system;
2. plan and coordinate daily participant-orientated activities, special events and information sessions;
3. establish connections with community partners, maintain knowledge of the services they provide, and assist families in accessing community services, resources and supports;
4. promote StrongStart to families throughout the community;
5. assist in coordination and facilitation of Ready, Set, Learn;
6. assist in budget preparation and purchase of supplies and materials;
7. maintain daily, monthly and quarterly statistics and reports (such as attendance in BCeSIS);
8. attend district, community, regional and provincial meetings as requested;
9. keep current by participating in job-related training and staff development;
10. communicate positively and effectively, and interact as a collaborative and consultative team member;
11. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
12. maintain confidentiality; and
13. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus completion of early childhood education diploma and emergency level child care first aid course;
2. two years experience, obtained within the last three years, as an early childhood education (in addition to experience acquired in obtaining the Licence to Practice). Experience must include creating, organizing, planning, implementing and budgeting for a parent participation early learning program;
3. BC Licence to Practice as an Early Childhood Educator;
4. BC driver's licence;
5. demonstrated ability to work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.

Rev July 2, 2010

Note: Clear criminal record checks are required prior to employment with the district.