

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:** STRONGSTART FACILITATOR

**JOB NUMBER:** 135

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, 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 an early childhood education diploma including an emergency child care first aid certificate;
2. two years experience, obtained within the last three years, as an early childhood educator (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 Early Childhood Educator Licence to Practice;
4. BC driver's licence;
5. demonstrated ability to work as part of a team including district and school staff, parents, children, volunteers, professionals, and community members;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills;
8. physical ability to perform all aspects of the position; and
9. such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the StrongStart contract.

Rev March 1, 2018

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