



Okanagan Similkameen School District No. 53 Job Description

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.

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. may work directly with students to provide a wide range of academic assistance, monitoring behaviour, and facilitating integration in the classroom and school environment;
4. establish connections with community partners, maintain knowledge of the services they provide, and assist families in accessing community services, resources and supports;
5. promote StrongStart to families throughout the community;
6. assist in coordination and facilitation of Ready, Set, Learn;
7. assist in budget preparation and purchase of supplies and materials;
8. maintain daily, monthly and quarterly statistics and reports (such as attendance in BCeSIS);
9. attend district, community, regional and provincial meetings as requested;
10. participate in job-related training and staff development;
11. communicate positively and effectively, and interact as a collaborative and consultative team member;
12. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
13. maintain confidentiality; and
14. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus a current early childhood education (ECE) certificate and an emergency childcare 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 ECE certificate). Experience must include creating, organizing, planning, implementing and budgeting for a parent participation early learning program;
3. BC driver's licence;
4. ability to take direction from supervisor(s) and work as part of a team including district and school staff, parents, children, volunteers, professionals, and community members;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills;
7. physical ability to perform all aspects of the position; and
8. such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the StrongStart contract.

Rev April 10, 2025

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