



STRONGSTART FACILITATOR

Summary

Delivers the StrongStart Early Learning Drop-in Program for parents/caregivers with preschool children. Supports, creates and maintains a purposeful play-based environment to assist parents and caregivers to participate alongside their children in an age-appropriate development environment.

Job Description

- This position is under the direction and supervision the District Vice-Principal of Early Learning, Child Care, Equity and Inclusion and the School Administrator or designate.
- Ensure that the programs and activities are developed and maintained in response to the StrongStart BC guidelines.
- Plans and delivers the StrongStart Program, ensures the curriculum is appropriate for pre-kindergarten children and promotes cognitive, language, physical, social and emotional development.
- Ensures curriculum to promote parent skill acquisition in child-centered developmental training.
- Creates and maintains an inviting environment with opportunities for all children, which is responsive to the needs, interests and backgrounds of children and families.
- Collects registration documents from new families and maintains up-to date and accurate attendance records; keeps families' personal information secure and organized.
- Record monthly and quarterly statistics for District and Ministry of Education and Child Care.
- Produce reports and work plans in cooperation with the District as required.
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning.
- Plans and purchases snacks and program supplies within an established budget.
- Involves families and offers informal supports to adults in the program. Facilitates connections between parents and caregivers to create a warm and inclusive community.
- Provides information to children and families about the StrongStart program, community services, resources and supports.
- Provides current information to families on early learning and community resources.
- Responds to information and resource requests from care providers, parents, community members and the public.

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- Facilitates special events, workshops, meetings and parent information sessions, in collaboration with community agencies and school personnel.
- To maintain the confidentiality of sensitive information seen or heard.
- All employee conduct must be in compliance with school district policies and provincial legislation.
- *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed*

Typical Qualifications and Skills

- Grade 12 or equivalent
- Early Childhood Education Program (equivalent to 2 years post-secondary education)
- One year of experience in a parent participation early learning environment
- Emergency Child Care First Aid
- Understanding in creating, planning, implementing program budgeting
- Sufficient strength and stamina to perform the duties and responsibilities of the position

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