## SCHOOL DISTRICT #42 Maple Ridge - Pitt Meadows JOB DESCRIPTION

JOB TITLE:

ECE/StrongStart Facilitator

DATE:

December 2012

**REVIEWED:** 

January 2018

**PAY GRADE:** 

LOCATION:

Various

JOB SUMMARY: Reporting to a school Principal and in consultation with the Assistant Superintendent, the StrongStart Facilitator is responsible for the day-to-day operation of the StrongStart program ensuring the program goals and objectives are met. The StrongStart Facilitator is responsible for creating and facilitating a drop-in, safe and enriching program environment, where parents and caregivers participate alongside their children aged 0-5 in an interactive play based setting. The program concentrates on the key aspects of literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. This position maintains all administrative aspects of direct services and ensures services and practices are based on School District polices and Early Childhood Education best practices.

## **DUTIES:**

- Ensure that programs and activities are developed and maintained in compliance with StrongStart BC guidelines.
- 2. Create a family-friendly environment that provides safety and security for children and their caregivers. Encourage parent involvement and participation in the program.
- 3. Ensure that activities available for children reflect the appropriate stages of child development and encourage creativity, literacy, and numeracy development.
- 4. Establish and post a daily schedule for the program with participant involvement.
- 5. Plan, prepare, and lead active, participant oriented circle times that include stories, music, movement, songs, puppets, and props.
- 6. Provide support and assistance to parents/caregivers in helping them reflect on their child's learning and development.
- 7. Support and educate parents/caregivers in matters relating to child health, nutrition, and discipline strategies that will support their child's social and emotional learning and development.
- 8. Establish an atmosphere of trust and develop positive relationships with children and parents while respecting parental and cultural values, goals, and expectations.
- 9. Establish connections with clients, school staff, and community partners. Work closely with and understand District and Ministry policies and procedures to facilitate a smooth transition for families into the formal school system.
- 10. Promote the StrongStart program and provide current information on early learning opportunities in the community to create an overall awareness of quality early learning opportunities. Facilitate community service referrals for families where necessary.
- 11. Maintain confidentiality of all matters relating to children and parents including information and materials relating to clients and personnel, except where the law requires disclosure.
- 12. Prepare the centre for opening and tidy up after closing each day including daily setup and take down of program materials and equipment including the washing of toys.
- 13. Maintain daily, monthly, and quarterly program documentation such as registration forms, daily attendance reports, incident reports, program outcomes and expenses, etc.

- 14. Prepare and distribute program correspondence such as newsletters and notices related to the Strong Start program. Provide input and distribute program forms, brochures, etc. as required.
- 15. Monitor, obtain and provide nutrition supplies such as healthy snacks and identify required supplies and equipment as needed.
- 16. Attend District and Ministry meetings pertaining to StrongStart and participate in district and/or community activities as required.
- 17. Plan, prepare and lead a variety of Ministry approved early childhood programs (such as Ready, Set, Learn) as required.
- 18. Keep current on early learning and child care issues including maintaining licensing requirements.
- 19. Perform other related duties which are within the scope of knowledge, skills and abilities required by this position.

## REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

- 1. Grade 12 graduation and completion of an Early Childhood Education Diploma Program and a Valid Early Childhood Educator License to Practice Certificate in BC.
- 2. Valid Food Safe and Child Safe First Aid.
- 3. Six months to 1 year of relevant related experience in the practice of Early Childhood Education.
- 4. Knowledge of key aspects of the program including literacy, numeracy, family dynamics, parent support and education, the stages of early childhood development as well as knowledge of services available within the community.
- 5. Demonstrated ability to create, plan, organize, and implement a parent participation early learning program.
- 6. Ability to work positively and effectively with a variety of parents, caregivers, children, professionals, and community members.
- 7. Demonstrated knowledge and understanding of the socio-economic and cultural background of the service population.
- 8. Demonstrated ability to work independently, efficiently and effectively manage priorities, and exercise mature judgment.
- 9. Demonstrated ability to work collaboratively with others individually and/or in a team environment.
- 10. Demonstrated ability to solve problems and empower others to solve problems, intervene when required, and set appropriate boundaries and limitations.
- 11. Strong verbal/written communication skills, interpersonal skills, organization and planning skills.
- 12. Strong computer skills: word processing, client database, internal and external email.
- 13. Valid BC Driver's License.

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