

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: STRONG START FACILITATOR

QUALIFICATIONS:

1. Completion of Grade 12 graduation and Diploma or Certificate in Early Childhood Education.
2. B. C. License to Practice.
3. Ability to work effectively with a variety of parents, children, volunteers, professionals and community members
4. Knowledge of child development, family dynamics, community resources and early learning
5. Candidates will have experience in a variety of Early Childhood Education settings, working with diverse populations
6. Experience in creating, planning, implementing and budgeting for a parent participation early learning program
7. Strong verbal and written communication skills
8. Good organization and planning skills
9. Knowledge of the socio-economic characteristics of the local community
10. Holder of a Child Safe First Aid Certificate.
11. Holder of a valid B.C. Driver's License.

RESPONSIBLE TO: School Principal or Vice Principal and District Vice-Principal of Staff Development

SUPERVISES: N/A

JOB GOAL: The Program Coordinator delivers the day-to-day operations of the Strong Start Program to ensure that the goals and objectives of the program are met. The Program Coordinator provides planning, coordination and administration to the Strong Start program which targets a diverse population in its local community.

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PERFORMANCE RESPONSIBILITIES:

1. Ensure that the programs and activities are developed and maintained in response to provincial guidelines, such as the Early Learning Framework
2. Create a family-friendly, equal access environment that provides safety and security for children
3. Maintain detailed, daily program statistics
4. Record monthly and quarterly statistics for the school district and Ministry of Education
5. Produce reports and work plans in cooperation with the school district, as required
6. Attend meetings that pertain to Strong Start, as required
7. Work closely with and understand the requirements of the school personnel, the school district and Ministry of Education policy and procedures
8. Develop and maintain positive working relationships with community partners
9. Meet with local Early Childhood Development staff on a regular basis for support and information exchange
10. Promote the Strong Start program, as required
11. Promote awareness of quality early learning and child care services
12. Develop the program to address pre-literacy skills development
13. Purchase supplies, as necessary
14. Make budget recommendations

Service Delivery:

1. Plan and facilitate the delivery of the daily program
2. Set up and take down daily, as necessary, program materials and equipment
3. Provide current early learning information to parents, community, and steering committee
4. Respond to parent, family and community requests for information and resources
5. Make referrals to community services, as needed
6. Maintain confidentiality in all matters relating to children and parents except where law requires disclosure
7. Encourage parents to volunteer within the program
8. Encourage learning through skill development
9. Respect parental and cultural values, goals, and expectations
10. Promote, support and facilitate parent/child relationships
11. Build on existing strengths of children and families
12. Liaise with Queen Alexandra Foundation re children who require extra support

TERMS OF EMPLOYMENT:

Ten months. Hours may vary but work is required only when students are at school.

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EVALUATION

DATE: November 19, 2015

JOB TITLE: Strong Start Facilitator

Factor	Degree	Points	Substantiating Data
1. Knowledge	5	75	High school Grade 12 graduation plus an additional program(s) of over one and up to two years or equivalent.
2. Experience	5	75	Two years and over.
3. Judgement	5	50	The job requires the development of procedures.
4. Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5. Physical Activity	3	18	Light activity of long duration; OR Medium activity of intermediate duration; OR Heavy activity of short duration.
6. Dexterity	2	12	Job requires tasks that demand coordination of coarse movements, where speed is a moderate consideration; OR Coordination of coarse and fine movements, where speed is a minor consideration.
7. Accountability	3	30	Actions could result in significant loss of time, resources; OR cause some embarrassment within the department or organization.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9. Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
10. Disagreeable Cond's	2	20	Conditions Minor conditions with occasional exposure; OR Major conditions with little exposure.
TOTAL POINTS		376	

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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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