

qathet School District
Class Specification
STRONG START FACILITATOR (13.17)



DESCRIPTION

Under the direction of the Early Learning Program Coordinator or designate, the Strong Start Facilitator will be responsible for the delivery of the Strong Start Program. The program will provide a school-based early learning program for children younger than school age that are accompanied by a parent or caregiver. It is designed to support the success of students in their transition to Kindergarten and complement the existing skills of their caregivers. The intention of the program is that parents and caregivers will participate alongside their children in a purposeful play based environment. The program will concentrate on the key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing.

DUTIES AND RESPONSIBILITIES

Service Delivery:

- Plan, set up, and facilitate the delivery of the program in consultation with Early Learning Coordinator
- Provide current information on early learning opportunities in the community
- Respond to information and resource requests from parents and caregivers
- Monitor arts and crafts supplies and consult with Early Learning Coordinator about ordering supplies
- Monitor and order nutrition supplies
- Perform other assigned comparable duties which are within the scope of knowledge, skills and abilities of this position

Program Management:

- Maintain effective communication with the Early Learning Coordinator
- Ensure registration forms are completed by the legal guardian and returned to the centre
- Ensure that the daily attendance roster is completed by parent/caregivers
- Establish and post a daily schedule of activities
- Ensure that the activities available for children reflect the stages of child development and encourage creativity
- Ensure that learning opportunities offered to children address the key developmental domains (physical, language and communication, social and emotional).
- Plan and prepare participant oriented circle time, once or twice daily, including stories, songs, puppets and/or props

Reception and Public Relations:

- Greet participants and provide information on the Strong Start Program
- Foster an atmosphere of trust and respect
- Promote the Strong Start program as required
- Promote awareness of early learning services in the community
- Provide input for program correspondence, forms, applications, brochures and newsletters that relate to the Strong Start program

Professionalism:

- Treat all caregivers, parents and staff with courtesy and respect
- Maintain confidentiality
- Take an active role in staff development, workshops and training
- Work within the policies, mission and values of School District #47

QUALIFICATIONS AND EXPERIENCE**Education**

- Grade 12 or equivalent
- One year certificate or preferably a two year diploma in Early Childhood Education from a recognized public post-secondary educational facility
- Valid Community Care Facilities Branch BC License to Practice
- Valid Child Safe First Aid Certificate
- Valid Food Safety Certificate

Experience

- Two years of current experience in the Early Childhood Education field

Knowledge

- Current knowledge of early learning and childcare issues
- Knowledge of the key aspects of the program which include literacy, numeracy, parent support and education, the stages of early childhood development and community resource sharing
- Knowledge of instructional strategies to address the children's key developmental domains

Skills and Abilities

- Excellent communication and interpersonal skills
- Ability to effectively use computer applications for communicating
- Demonstrated ability to plan, organize and implement a parent participation early learning program

September 2009

Amended January 2010