



SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

INTERNAL POSTING No. 19-082

UNION VACANCY NOTICE

June 3, 2019
Date of Distribution

TO: Construction, Maintenance and Allied Workers, Local 2423

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **September 3, 2019 to June 30, 2020**
(or return of incumbent)

DESCRIPTION: **StrongStart Program Coordinator**
Four (4) hours per day
Five (5) days per week

LOCATION: **Kent Elementary School**

HOURLY RATE: **\$ 24.36**

DEADLINE DATE: **June 7, 2019 at 2:00 p.m.**
(Applications will not be considered after 2:00 p.m.)

Major Duties/Qualifications: Job Description attached

Please direct all applications to: Secretary-Treasurer
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. VOX 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email ashley.limb@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

Notation: Only the successful internal applicant will be contacted regarding postings

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

STRONGSTART BC FACILITATOR

Location: Special Education

Summary:

Under the direction of the Superintendent, the StrongStart Facilitator oversees the day-to-day operations for the StrongStart BC program and ensures that the goals and objectives of the program are met. The StrongStart BC Facilitator is responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children in an interactive, play-based setting.

Duties and Responsibilities:

Program Management

- Ensures that the programs and activities are developed and maintained in response to the StrongStart BC guidelines
- Creates a family-friendly environment that provides safety and security for children and their caregivers
- Maintains detailed daily program statistics
- Provides monthly and quarterly statistics for District and Ministry of Education
- Produces reports and work plans in cooperation with the District as required
- Attends, as required, meetings that pertain to StrongStart BC
- Works closely with and understand the requirements of the school personnel and District and Ministry policy and procedures
- Develops and maintain positive working relationships with community partners
- Promotes the StrongStart program as required
- Promotes awareness of quality early learning and care
- Makes expenditures within the existing budget allowance
- Makes budget request to the school.

Service Delivery

- Leads early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally
- Facilitates pre-school age children to get ready for kindergarten
- Interprets trends in the field of early childhood education and care
- Plans and facilitate the delivery of the daily program including special events
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning
- Provides current early learning and care information to parents and the community
- Helps parents and caregivers to reflect on their child's learning and development
- Encourages parent involvement and participation in the program

- Promotes, support and facilitate parent/caregiver – child relationships
- Responds to parent, family and community requests for information and resources
- Makes referrals to community services as needed
- Meets with parents as needed on an outreach basis
- Respects parental and cultural values, goals, and expectations
- Maintains confidentiality in all matters relating to children and parents except where law requires disclosure

Required Qualifications and Responsibilities:

- Current BC Early Childhood Educator License to Practice
- Child Safe First Aid certificate
- Criminal Record check
- Ability to work effectively with a variety of parents, caregivers, children, professionals and community members
- Knowledge of child development, family dynamics, community resources and early learning
- Candidates will have experience in a variety of settings working with diverse ethnic populations
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program
- Strong verbal and written communication skills
- Good organization and planning skills
- Knowledge of the socio-economic characteristics of this community

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.