



November 8th, 2024

2024 – 2025 CUPE Posting Corrected

To apply please email Hannah Fletcher: hfletcher@sd70.bc.ca. Applications will be accepted in priority order until **Tuesday November 19, 2024, at 2:00 pm** for the following positions:

C 2025	Hrs/Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Reason / Replacing/ Qualifications
50	35.00 (Flexible schedule within hours)	1	Early Years Transition Facilitator	EJ Dunn Elementary School Family Hub	\$36.64	Temp (10 mth)	TBD	06-30-2025	Please see attached job description
51	39.50	1	Custodian	ADSS Administration	\$31.29	Temp *TROE	11-20-2024	06-30-2025	A. Ryles

Awarded

C 2025	Hrs/Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Awarded
25	5.00	1	Noon Hour Supervisor	Wood Elementary School	\$29.62	Temp (10 mth) *TROE	11-19-2024	06-27-2025	S. Hobbs
49	38.75	1	Payroll/ Accounting Clerk	Board Office	\$40.18	Regular Continuing	TBD		S. Gerigk

* Please Note: Letter of Understanding states that an employee wishing to return before the posted end date must give two weeks' notice of return date.
TROE = Till Return of Employee or end date whichever is first.

PACIFIC RIM SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Early Years Transition Facilitator
LOCATION: District
REPORTS TO: Director of Early Learning and Childcare
DATE: November 2024

SUMMARY

Reporting to the Director of Early Learning and Childcare, the Early Years Transition Facilitator is responsible for supporting the various early learning programs, including Ready Set Learn, K Days, Pop Up Plays, StrongStart, SEY2K, Just B4, and 4-year-old programs. This role involves collaboration with district and school teams, community service providers, outreach to families, and active involvement in district-led programs. The facilitator will provide support to early learning initiatives across all district communities and serve as a liaison with the District Inclusion Department for children who may require additional assistance in their transition to kindergarten. Travel to the Westcoast will be required.

DUTIES

- Supporting Kindergarten Transitions
- Oversee the everyday operations of the Family Hub.
- Provide outreach services to families of pre-Kindergarten and Kindergarten students
- Implement and support district early learning programs, including Pop Up Plays, StrongStart Outreach, Ready Set Learn, K days, Just B4 and 4year old programs.
- Organize and deliver Pop-Up Play opportunities in community spaces, schools, and nations creating early connections to school environments that foster trust, familiarity, and comfort for children and families.
- Work with Early Care and Learning professionals and community service providers to offer family support referrals, strengthening connections between families and local resources.
- Assist the Director of Early Learning and Childcare in establishing childcare programs and maintaining communication with non-profit childcare centers on school properties.
- Gather and distribute resources to families, including parenting guides and early literacy materials to support child development.
- Supporting transitions from childcare to kindergarten.
- May be assigned as designated manager in accordance with childcare licensing regulations.
- Other duties as assigned

Qualifications:

- Diploma in Early Childhood Education (ECE), or Certificate.
- A valid BC ECE Registry Certificate to Practice.
- A minimum of one year experience in early childhood education and family engagement is essential.
- Knowledge of the BC Early Learning Framework, First Principles of Learning, child development, family dynamics, community resources, and early learning.
- A valid Child Safe First Aid Certificate.
- A class 5 driver's license.
- Demonstrated communication and organizational skills, with an ability to work collaboratively and effectively with families, children, school and district teams, service providers, and community members.