

SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION

TITLE:	StrongStart Coordinator
LOCATION:	Assigned Schools
REPORTS TO:	Early Learning Lead//Principal
DATE:	July 2021

SUMMARY

Reporting to the School Principal and/or Early Learning Lead, the StrongStart Coordinator is responsible for establishing and operating the StrongStart program in accordance with Ministry of Education and School District 70 guidelines. The program concentrates on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing.

DUTIES

1. Set up and establish the Parenting and Family Centre.
2. Establish and post a daily schedule for the program with participant involvement.
3. Ensure that the activities available for the children reflect the stages of child development and encourage creativity and language development.
4. Plan and prepare active, participant oriented, circle times once or twice daily that involve stories, songs, puppets and props.
5. Make connections with service providers in the community and facilitate referrals for families where necessary.
6. Make connections with the school personnel to facilitate a smooth transition for families into the formal school system.
7. Attend Parent and family Centre Steering Committee meetings.
8. Participate in training sessions as necessary.
9. Attendance and registration as determined by Ministry of Education.

QUALIFICATIONS

1. A certificate, preferably a Diploma, in Early Childhood Education.
2. A Community Care Facilities Branch B.C. License to practice.
3. A valid Child Safe First Aid Certificate.
4. A clear Criminal Record Review, completed prior to hiring.
5. Experience in creating, planning, implementing and budgeting for a parent participation early learning program.
6. Strong verbal and written communication skills and interpersonal skills.
7. Good organizational and planning skills.

8. Ability to operate computers and relevant office equipment.
9. Thorough knowledge of spreadsheet and word processing software (MS Office).
10. An understanding of, and a commitment to, quality early learning.
11. Ability to work effectively with a variety of parents, children, volunteers, professionals, and community members.
12. Knowledge of child development, family dynamics, community resources and early learning.
13. A class 5 driver's license.
14. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the StrongStart contract.