



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Strong Start Facilitator</b>
Department	Learner Support
Location	Assigned School
Reports to	Strong Start Coordinator or Designate

Type of position:	Maximum Hours: 26 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Under the direction of the Strong Start Coordinator or their designate, the Strong Start Facilitator will provide a rich pre-school environment where children will have the opportunity to learn the necessary skills to begin school.

## TYPICAL DUTIES

- Networking with other professionals in the community and connecting them with families
- Familiarize parents and children with school and socialization skills; collect and combine resources for parents
- Model appropriate behavioural and care giving techniques (i.e. problem solving, positive language, re-directing, etc.)
- Plan and implement programs (i.e. providing access to books and libraries, field trips, outreach programs)
- Model and provide healthy snacks for parents and children, shopping
- Provide appropriate activities for all ages (i.e. gross motor activities, circle time)
- Make parents aware of developmental levels through medium in classroom lending library; provides opportunities for parents/caregivers to practice and observe effective strategies that support early learning, plan workshops
- Make sure center is up to standards, i.e. cleanliness, fire safety, earthquakes, etc.
- Collect enrolment and attendance information for Ministry and submit every three months
- Prepare and distribute weekly calendars and monthly newsletters

**ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- A certificate in Early Childhood Education
- A Community Care Facilities Branch B.C. License to Practice
- A valid Child Safe First Aid Certificate
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program
- Strong verbal and written communication skills and interpersonal skills
- Good organizational and planning skills
- An understanding of, and a commitment to, quality early learning
- Ability to work effectively with a variety of parents, children, volunteers, professionals and community members
- Knowledge of child development, family dynamics, community resources and early learning

REVIEWED BY

*Title*

APPROVED BY

*Title*