



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	Strong Start Facilitator
Department	Student Support Services
Location	School Based
Reports to	Early Learning Coordinator

GENERAL DESCRIPTION

Reporting to the Early Learning Coordinator, and under the day-to-day supervision of school administration, the Strong Start Facilitator delivers the StrongStart Early Learning Drop-in Program for parents/caregivers with preschool children. Supports, creates and maintains a purposeful play-based environment to assist parents and caregivers to participate alongside their children in an age-appropriate development environment.

TYPICAL DUTIES & RESPONSIBILITIES

- Plans and delivers the StrongStart Program, ensures the curriculum is appropriate for pre-kindergarten children and promotes cognitive, language, physical, social and emotional development.
- Ensures curriculum to promote parent skill acquisition in child-centered developmental training.
- Creates and maintains an inviting environment with opportunities for all children, which is responsive to the needs, interests and backgrounds of children and families.
- Collects registration documents from new families and maintains up-to date and accurate attendance records; keeps families' personal information secure and organized.
- Plans and purchases snacks and program supplies within an established budget.
- Involves families and offers informal supports to adults in the program. Facilitates connections between parents and caregivers to create a warm and inclusive community.
- Provides information to children and families about the StrongStart program, community services, resources and supports.
- Provides current information to families on early learning and community resources.
- Responds to information and resource requests from care providers, parents, community members and the public.
- Facilitates special events, workshops, meetings and parent information sessions, in collaboration with community agencies and school personnel.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Early Learning Education Program (equivalent to 2 years post secondary education)
- One year of experience in a parent participation early learning environment.
- Emergency Child Care First Aid

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
FOR CUPE:		<i>Title</i>	CUPE JEMC Representative