

SCHOOL DISTRICT #64 (Gulf Islands)

Job Description

Early Childhood Education (ECE)

Program Facilitator

SUMMARY

Oversees the day-to-day operations for the Strong Start BC program and ensures that the goals and objectives of the program are met. The ECE Program Facilitator is responsible for creating and facilitating the program environment where parents and caregivers participate alongside their children in an interactive, play based setting.

KEY DUTIES AND RESPONSIBILITIES

Program Management:

- Ensure that the programs and activities are developed and maintained in response to the Strong Start BC guidelines
- Create a family-friendly environment that provides safety and security for children and their caregivers
- Maintain detailed daily program statistics
- Record monthly and quarterly statistics for district and Ministry of Education
- Produce reports and work plans in cooperation with the district as required
- Attend, as required, meetings that pertain to Strong Start BC
- Work closely with and understand the requirements of the school personnel and district and Ministry policy and procedures
- Develop and maintain positive working relationships with community partners
- Promote the Strong Start program as required
- Promote awareness of quality early learning and care
- Supervise expenditures within the existing budget allowance
- Make budget recommendations

SERVICE DELIVERY

- Lead early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally
- Facilitate pre-school age children to get ready for kindergarten
- Interpret trends in the field of early childhood education and care
- Plan and facilitate the delivery of the daily program
- Set up and take down daily, as necessary, program materials and equipment
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning
- Provide current early learning and care information to parents and the community
- Help parents and caregivers to reflect on their child's learning and development
- Encourage parent involvement and participation in the program
- Promote, support and facilitate parent/caregiver – child relationships
- Respond to parent, family and community requests for information and resources
- Make referrals to community services as needed
- Meet with parents as needed on an outreach basis
- Respect parental and cultural values, goals, and expectations
- Maintain confidentiality in all matters relating to children and parents except where law requires disclosure

QUALIFICATIONS

- Current BC Early Childhood Educator license to practice
- Child Safe First Aid certificate
- Criminal Record check

COMPETENCIES

- 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

RELATIONSHIPS

- Responsible to the Superintendent of Schools.

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:

Rod Scotvold
Secretary Treasurer

June 19, 2008

On behalf of:
CUPE Local 788

Original signed by:

Mike Bath
President

June 19, 2008

Classification: Paraprofessional V

JJEC approved date: June 19, 2008