

JOB DESCRIPTION

Position: Strong Start Coordinator

Position Summary: Under the supervision of the Director of Instruction, the Strong Start Coordinator will be responsible for the delivery of the Strong Start Program in School District No. 67.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Strong Start Program | <ul style="list-style-type: none"> • create, plan, implement and budget for a parent participation early learning program • commit to and have an understanding of quality early learning • work effectively with a variety of parents, children, volunteers, professionals and community members • possess knowledge of child development, family dynamics, community resources and early learning |
| 2. Supervision | <ul style="list-style-type: none"> • monitor children's behaviour • assist in minor first aid |
| 3. Recordkeeping | <ul style="list-style-type: none"> • maintain a variety of files and records • order supplies |
| 4. Communication | <ul style="list-style-type: none"> • strong verbal and written communication skills and interpersonal skills • good organizational and planning skills • communicate with staff and others, respond to inquiries and provide general information • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus successful completion of a two-year diploma program in Early Childhood Education.

Community Care Facilities Branch BC Licence to Practice.

Valid Child Safe First Aid Certificate.

Valid Class 5 BC driver's licence.

Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the Strong Start contract.

Two years **recent and successful** experience in creating, planning, implementing and budgeting for a parent participation early learning program in addition to any experience acquired in obtaining the Licence to Practice.

Demonstrated strong verbal and written communication skills and interpersonal skills,

Demonstrated good organizational and planning skills.

Demonstrated understanding of, and a commitment to, quality early learning.

Demonstrated ability to work effectively with a variety of parents, children, volunteers, professionals, and community members.

Demonstrated knowledge of child development, family dynamics, community resources and early learning.