



School District 72

Campbell River, B.C.

425 Pinecrest Road, Campbell River, B.C. V9W 3P2 • Tel: 250.830.2300 • Fax: 250.830.2329 • www.sd72.bc.ca

Human Resources • Memo

Date: September 16, 2015

To: All Members
The Canadian Union of Public Employees, Local 723

From: Director, Human Resources

Subject: **POSTING NO. 15-58 – District StrongStart BC Facilitator**

Applications are invited for the position of District StrongStart BC Facilitator, with one or more locations to be assigned based on program requirements, in the Campbell River area or possibly in Sayward as well. This position has a flexible work schedule consisting of a minimum of 10 hours per week, to a maximum of 25, while school is in session, to be effective as soon as possible after the posting closes.

StrongStart BC Facilitators are responsible for creating and facilitating a program environment where parents and caregivers participate alongside their children in an interactive, play based setting. v

Required Qualifications, Skills and Abilities

1. A certificate, preferably a Diploma, in Early Childhood Education;
2. A Community Care Facilities Branch B.C. License to Practice;
3. Previous experience as a StrongStart BC Facilitator;
4. Currency with early learning and child care issues;
5. A valid Child Safe First Aid Certificate;
6. A clear Criminal Record Review, completed prior to hiring;
7. Three years' experience in creating, planning, implementing and budgeting for a parent participation early learning program;
8. Strong verbal and written communication skills and interpersonal skills, and the ability to plan and implement special events, workshops, meetings and information sessions;
9. Strong organizational and planning skills;
10. An understanding of and a commitment to quality early learning;
11. Credibility with and an ability to work effectively and proactively establish positive working relationships with a variety of parents, children, volunteers, professionals, community agencies and partners and community members;

... /Page 2

12. Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect, to promote awareness of early learning issues and to promote and market the StrongStart program as required.
13. Knowledge of child development, family dynamics, community resources and supports, and early learning;
14. A class 5 drivers license and access to own vehicle;
15. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or the terms of the StrongStart contract.

Duties will include but are not necessarily limited to:

A. Program Management:

- 1) Ensure that the programs and activities are developed and maintained in response to the StrongStart BC guidelines;
- 2) Create a family-friendly environment that provides safety and security for children and their caregivers;
- 3) Maintain detailed daily program statistics
- 4) Record monthly and quarterly statistics for the District and Ministry of Education;
- 5) Produce reports and work plans in cooperation with the District as required;
- 6) Attend, as required, meetings that pertain to StrongStart BC;
- 7) Work closely with and understand the requirements of the school personnel and District and Ministry policy and procedures;
- 8) Develop and maintain positive working relationships with community partners;
- 9) Promote the StrongStart program as required;
- 10) Promote awareness of quality early learning and care;
- 11) Supervise expenditures within the existing budget allowance;
- 12) Make budget recommendations.

B. Service Delivery:

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

Only applications with the following documentation will be considered:

1. School District Application For Employment - Non-Teaching—available on the School District web site www.sd72.bc.ca (resumes may also be attached to the application);
2. Covering letter indicating why you are seeking this position;
3. Three letters of work-related references;
4. A copy of Grade 12 certificate or equivalent; and
5. Copies of related post-secondary Diploma(s) or certificates of achievement and required licenses.

The rate of pay for this position is \$23.75 per hour (Educational Assistant rate), in accordance with the current collective agreement with the Canadian Union of Public Employees, Local 723.

Applications will be accepted until 4:00 p.m., **October 5, 2015**. Please apply by either:

Email: hrrsupportstaff@sd72.bc.ca

OR

In writing: Human Resources – Support Staff
c/o Yves Vachon
Director, Human Resources
School District 72 (Campbell River)
425 Pinecrest Road, Campbell River, BC V9W 3P2

We thank all applicants for their interest and advise that only those applicants selected for an interview will be contacted or acknowledged. The successful candidate will be required to complete a criminal record check.

c: N. Fair, Assistant Superintendent
CUPE, Local 723
Payroll & Benefits Supervisor
Payroll