



## External Support Staff Vacancy

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### On-Call StrongStart Facilitator

<b>Posting #:</b>	C1819/151	<b>Location:</b>	Brentwood/Lochside Elementary
<b>Status:</b>	Temporary	<b>Hours per week:</b>	Up to 20 hours per week
<b>Start Date:</b>	ASAP	<b>Pay Rate:</b>	\$23.27
<b>Possible Shifts:</b>	Brentwood: 12:45 – 3:45 (Monday & Friday), 8:30 – 11:30 (Tuesday, Wednesday, Thursday) Lochside: 8:30 – 11:30 (Monday & Friday), 12:45 – 3:45 (Tuesday, Wednesday, Thursday)		

### District Overview

Driven by our desire to help students thrive in their academic and personal lives, the Saanich School District provides quality educational programs and a safe and nurturing learning environment for the over 7,000 culturally diverse students within its 18 schools. Serving the Saanich Peninsula located just north of Victoria, BC, the district has one of the highest graduation rates in the province and a student body that consistently scores well on annual assessment tests, thanks in large part to the dedication and efforts of our 900 teaching and support staff.

### Job Description

Under direction of the Assistant Superintendent, Learning Services and with the support of the Early Learning Program Coordinator, the StrongStart Facilitator is responsible for the delivery of the StrongStart Early Learning Drop in Program for parents/caregivers with preschool aged children (0-5 years). Parents and caregivers will be supported to participate alongside their children in a purposeful, play-based environment. The program concentrates on key aspects of family literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. The Facilitator is a member of the StrongStart team.

### DUTIES

- Plans, sets up, and facilitates the delivery of a parent/child drop in program for children, ages 0-5 years
- Participates and facilitates in special events, workshops, meetings, and parent information sessions for the centre as requested by the District
- Provides current information on early learning opportunities for families in the community and provides information on the StrongStart Program
- Develops positive working relationships with the community and partners including First Nations Communities
- Prepares and issues daily correspondence, forms, applications, brochures and newsletters that relate to the StrongStart Program
- Maintains a working knowledge of community services, resource individuals and support for children and their families

- Maintains supplies for the program: consumables, books, arts and crafts and nutrition supplies within the existing budget allowance
- Maintains effective communication within the program
- Liaises regularly with school-based Administrator, District Early Learning Coordinator and other StrongStart Facilitators within Saanich District
- Maintains detailed daily statistics about client contact including registration form, daily attendance and any other required information as directed by Saanich School District according to Ministry regulations
- Liaises with appropriate community resources (e.g. Queen Alexandra, Public Health, Beacon Community Services) for children and families who require extra support)
- Liaises with the Ministry of Children Family Development (MCFD) for children under child protection or requiring child protection
- Produces reports and work plans in cooperation with the District Early Learning Coordinator as required by the District
- Attends meetings as required that pertain to the StrongStart Program
- Works with other StrongStart Facilitators of Saanich School District StrongStart, and District Instructional Support Staff to access appropriate resources to support program development including the newly developed Ministry of Education Early Learning Framework
- Works in compliance with District and Ministry policies and procedures
- Maintains a working knowledge of current and changing District and Ministry policies and regulations and communicate this information to care providers, families and community members
- Maintains current professional knowledge of early learning and care issues

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

## **QUALIFICATIONS**

- Certificate in Early Childhood Education
- Five years working experience with children in the 0 – 5 age range including experience in program planning management (e.g. creating, planning, implementing and budgeting for a parent participation early learning program)
- Training and/or experience working with parents in a facilitative role
- Current Community Care Facilities Branch B.C. License to Practice
- Current Level One First Aid Certificate
- Demonstrated strong verbal and written communication skills and interpersonal skills
- Demonstrated organization skills
- Working knowledge and a commitment to quality early learning as evidenced through previous experience
- Demonstrated ability to work effectively with a variety of parents, children, volunteers, professionals and community members
- Working knowledge of child development, family dynamics, community resources and early learning
- Maintains current licences and certifications to practice and provides copies to the District

*\* Or equivalent combination of training and experience.*

## **DESIRABLE SKILLS**

- Knowledge and experience of working with First Nations Communities

## **To Apply**

To apply please send your application to [hr\\_cupe@saanichschools.ca](mailto:hr_cupe@saanichschools.ca). We thank all applicants for their interest, however, only shortlisted applicants will be contacted.