



EARLY CHILDHOOD EDUCATOR StrongStart

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OVERVIEW

Under the direction of the Early Learning & Child Care District Principal, and reporting to the school administration, the StrongStart Early Childhood Educator is responsible for planning and facilitating a daily, drop-in StrongStart Program. Children from birth to school age attend StrongStart alongside their parents and caregivers. The program concentrates on the principles of the BC Early Learning Framework and fosters supportive connections with community partners and services for children and their families.

POSITION DESCRIPTION Early Childhood Educator

ECE - 1

Plan, set up, and facilitate the delivery of the daily StrongStart Program. Set-up and take-down daily, program materials and equipment as necessary. Sanitize toys, snack preparation and organization of activities on a daily basis. Purchasing of supplies for activities and snacks.

ECE - 2

Greets clients and provides information of the StrongStart Program. Responsible for correspondence, forms, applications, brochures, and newsletters that relate to the StrongStart Program.

ECE - 3

Maintain a working knowledge of community services, resource individuals and support for children and their families by providing current information on learning opportunities in the community to parents and care providers.

ECE - 4

Maintains a working knowledge of current and changing Ministry policies and regulations and communicates this information to care providers, families and community members.

ECE – 5

Plan, set up, and facilitate the delivery of the StrongStart Program. Develops positive working relationships with the community and partners by creating an atmosphere of trust and respect.

ECE - 6

Work in collaboration with the Early Learning & Child Care District principal and other StrongStart educators. as required.

ECE - 7

Maintains detailed statistics regarding phone calls, drop-ins, referrals, as well as caregiver and parent activities

ECE – 8

Coordinate and liaise with school-based Principal.

ECE – 9

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS
Early Childhood Educator**

EDUCATION	Grade 12 Current certificate in Early Childhood Education (two year) Current Child Safe First Aid Certificate
EXPERIENCE	One year working with children in inclusive early years environments
KNOWLEDGE SKILLS & ABILITIES	Compassion towards family dynamics and strong connections to community resources and services Work independently and as a member of a team

	<p>Strong interpersonal skills including the ability to relate to students, staff, parents, and other professionals and to request and convey information in an appropriate manner</p> <p>Use desktop tools and District databases to compose reports and correspondence</p> <p>Maintain confidentiality of sensitive information seen and heard</p> <p>Apply effective written and oral communication skills to request and convey information</p> <p>Work effectively with a variety of parents, children, volunteers, professionals and community members</p> <p>Prioritize work in a busy environment often under pressure and multiple demands</p>
<p>WORKING CONDITIONS</p>	<p>Physically able to work with students at their level (squatting, kneeling and sitting on floor)</p> <p>Able to lift up to 18 kg on an occasional basis</p> <p>Able to perform related physical and mental activities</p>

Reviewed: October 2023