



SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

CUPE – Strong Start Coordinator

Under the supervision of the principal the Strong Start Coordinator will be responsible for the delivery of the Strong Start program in the school.

Illustrative Examples of Job Duties and Responsibilities

1. Service Delivery:
 - a. Be current with early learning and child care issues
 - b. Plan, set up and facilitate the delivery of the program
 - c. Facilitate special events, workshops, meetings and parent information sessions
 - d. Provide current information on early learning opportunities in the community
 - e. Respond to information and resource requests from care providers, parents, community members and the general public
 - f. Maintain a working knowledge of community services, resources individuals and supports for children and their families
 - g. Maintain the arts and crafts and nutrition supplies
 - h. Inclusion of all children with diverse learning needs in the program
2. Program Management
 - a. Maintain effective communication within the program
 - b. Maintain detailed daily records of communication
 - c. Record monthly and quarterly statistics in required report form for the district and the Ministry
 - d. Produce reports and work plans in cooperation with the Early Learning Coordinator as required
 - e. Attend as directed community, regional and provincial meetings that pertain to the Strong Start program
3. Reception
 - a. Greet clients and provide information on the Strong Start Program
 - b. Be responsible for correspondence, forms, applications, brochures and newsletters that related to the Strong Start program
 - c. Be responsible for recording detailed stats regarding phone call, drop-ins, referrals, also caregiver and parent activities
4. Policy
 - a. Understand and work within District and Ministry policy and procedures and
 - b. Maintain a working knowledge of current and changing Ministry policies and regulations and communicate this information to care providers, families and community members
5. Community and Public Relations
 - a. Develop positive working relationships with the community and partners
 - b. Foster an atmosphere of trust and respect

- c. Provide information and education to members of the community about early learning issues
 - d. Promote and advertise the Strong Start program as required and
 - e. Promote awareness of quality early learning services
6. Professionalism
 - a. Treat all caregivers, parents and staff with courtesy and respect
 - b. Maintain confidentiality
 - c. Take an active role in staff development, workshops and training
 - d. Work within the mission and values of SD10 (Arrow Lakes)
 7. Other related duties as assigned.

Required Qualifications, Knowledge, and Skills

1. Grade 12 plus a Certificate or Diploma in Early Childhood Education
2. A Community Care Facilities branch BC License to Practice
3. A valid Child Aid First Aid Certificate
4. One year experience in creating, planning, implementing and budgeting for a parent participation early learning program, in addition to any experience acquired obtaining the License to Practice
5. Demonstrated strong verbal and written communication skills and interpersonal skills.
6. Demonstrated good organizational and planning skills
7. Demonstrated understanding of and a commitment to quality early learning
8. Demonstrated ability to work effectively with a variety of parents, children, volunteers, professional and community members
9. Demonstrated knowledge of child development, family dynamics , community resources and early learning
10. A class 5 drivers license
11. Such other qualifications, skills and abilities as may be required to meet Ministry requirements or terms of the Early Learning Contract.