

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: Strong Start Coordinator

Job No: ~~105A~~ 135

POSITION SUMMARY: Under the supervision of the Director of Instruction for Student Learning, the Strong Start Coordinator will be responsible for the delivery of the Strong Start Program in School District No. 22.

POSITION DUTIES AND RESPONSIBILITIES:

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.

Monitor children's behavior

Assist in minor first aid.

Maintain a variety of files and records.

Order Supplies

Communicate with staff and others, respond to inquiries and provide general information.

Maintain confidentiality of information.

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

REQUIRED EDUCATION AND EXPERIENCE:

- Diploma in Early Childhood Education including Valid Child Safe First Aid Certificate
- Community Care Facilities Branch BC License to Practice

KNOWLEDGE, ABILITIES AND SKILLS:

- 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.

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

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: July 13, 2011

Revised July 2011