

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

School Support Worker

POSITION

StrongStart Early
Childhood Educator

SUMMARY

Under direction of the Director of Instruction - Learning Services and with the support of the Early Learning Teacher Leader, the StrongStart Early Childhood Educator is responsible for the delivery of the StrongStart Early Learning environment. In the Strongstart Early Learning Environment, the Early Childhood Educator engages with and participates alongside children birth – 5 years old and their parents, grandparents, guardians and caregivers in an early learning space in which the educator co-creates conditions in which learning can flourish, and co-constructs curriculum and learning as a co-researcher along with the children and adults, guided and supported by the BC Ministry of Education document, the British Columbia Early Learning Framework and its' established vision of respectfully learning and living well together.

DUTIES

- Plans, arranges and engage in the creating a welcoming parent/child drop in program for children, ages birth - 5 years
- Engages in professional learning and district events pertinent to StrongStart
- 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 Indigenous Communities
- Maintains supplies for the program: consumables, books, arts and crafts and nutrition supplies
- Maintains detailed daily attendance about family contact including registration forms, daily attendance and any other related information 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
- Works with other StrongStart Early Childhood Educators of Saanich School District StrongStart, and District Instructional Support Staff to access appropriate resources to support the StrongStart program
- 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 communicates this information to care providers, families and community members
- Maintains current professional knowledge of early learning and care issues and educator practices
- Works alongside the Kindergarten teachers within the Kindergarten classrooms during children's gradual entry to kindergarten week
- Dialogues with and provides information to parents in each school year regarding Kindergarten, transition to Kindergarten and Kindergarten registration process
- Dialogues with and provides information and resources to parents regarding childcare options and preschool settings and Accessible Child Care funding
- Informs each family about emergency evacuation procedures and leads families through the school's lockdown drills and evacuation during school fire and earthquake drills

- Attends meetings as required that pertain to the StrongStart Program

* *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 birth – 5 years, including experience in creating, planning, engaging and participating within, and budgeting for a parent/child early learning space
- Training and/or experience working with parents in a partnership 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 Indigenous Communities

DATE

March 2022

April 2013