



**School District #54 (Bulkley Valley)  
JOB DESCRIPTION**

**STUDENT SERVICES – STRONG START COORDINATOR**

**SUMMARY:**

Reporting to the Principal / designate, the Strong Start Coordinator delivers the Strong Start Early Learning Drop-in Program for parents/caregivers with preschool children. Supports, creates, and maintains a purposeful play-based environment to assist parents and caregivers to participate alongside their children in an age-appropriate development environment.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- Plans and delivers the Strong Start Program, ensures the curriculum is appropriate for pre-kindergarten children and promotes cognitive, language, physical, social and emotional development;
- Ensures curriculum to promote parent skill acquisition in child-centered developmental training;
- Creates and maintains an inviting environment with opportunities for all children, which is responsive to the needs, interests, and backgrounds of children and families;
- Collects registration documents from new families and maintains up-to-date and accurate attendance records; keeps families' personal information secure and organized;
- Plans and purchases snacks and program supplies within an established budget;
- Involves families and offers informal supports to adults in the program. Facilitates connections between parents and caregivers to create a warm and inclusive community;
- Provides information to children and families about the Strong Start Program, community services, resources and supports;
- Provides current information to families on early learning and community resources;
- Facilitates special events, workshops, meetings and parent information sessions, in collaboration with community agencies and school personnel
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

**QUALIFICATIONS:**

- Completion of early childhood education program (equivalent to two years post-secondary education);
- One year of experience in a parent participation early learning environment;
- Valid Basic First Aid Certificate (or as specified by the Child Care Licensing Regulation Branch)
- Other qualifications, skills and abilities as may be required to meet Ministry requirements or the terms of the Strong Start contract;
- Physical ability to perform the required duties.

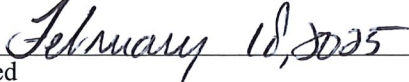
**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

  
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CUPE Job Description Committee

  
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CUPE Job Description Committee

  
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Secretary Treasurer

  
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Dated