



School District #54 (Bulkley Valley)  
**JOB DESCRIPTION**  
**STUDENT SERVICES - STRONG START COORDINATOR**

**SUMMARY:**

Reporting to the Principal/designate, the Strong Start Coordinator will be responsible for the delivery of the Strong Start Program in the School District.

**DUTIES:**

- Creates, plans and implements for parent participation in the Strong Start Program
- Plans and implements special events, workshops, meetings and information sessions for the Strong Start Program
- Creates, plans and implements the budget for the Strong Start Program
- Understands and has a commitment to quality early learning
- Understands child development, family dynamics, community resources and supports early learning.
- Communicates with students and parents using a variety of communication strategies as required.
- Works effectively with and proactively establishes positive working relationships with a variety of parents, children, volunteers, professionals, community agencies, partners and community members
- Works proactively and in a self-directed manner to foster an atmosphere of trust and respect, to promote awareness of early learning issues and to promote and market the Strong Start Program as required
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and general classroom management
- Monitors, observes and reports on student progress and participates in team meetings as required
- Directs the modification and adaptations of materials to meet student and/or group specific needs
- Assists student(s) in developing problem solving, socialization and peer interaction skills
- Assists in the supervision and physical safety of student(s) as required
- Works with District staff, other professionals/agencies and parents to foster independence and develop student potential
- Transports students when required
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- 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 Grade 12 (Dogwood Certificate)
- Completion of a diploma in Early Childhood Education
- Completion of a Community Care Facilities Branch BC Licence to practice
- Minimum of two years current experience in early learning and childcare issues
- Valid Child Safe First Aid Certificate
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- 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