

**Applicants:** – Please do not remove this posting – **ask for a copy**

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**SCHOOL DISTRICT # 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Early Childhood Educator (ECE) Program Facilitator  
(Temporary, Ten-Month)

**Location:** Saturna Elementary School

**Qualifications:** See job description attached

**Hours of Work:** Ten (10) working hours per week (.3029 FTE). Schedule to be determined in consultation with Principal

**Job Rate:** \$30.31

**Start Date:** May 21, 2024

**End Date:** June 30, 2024, or return of the incumbent

**Closing Date:** **1:00 p.m.**, Wednesday, April 24, 2024

**Apply in writing to:** Lyall Ruehlen, Director of Instruction  
School Board Office  
c/o Clare Lundy, Human Resources Manager  
Fax: 250-537-4200  
Email: [clundy@sd64.org](mailto:clundy@sd64.org)

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position. Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788.  
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED \_\_\_\_\_ →

Successful applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website



**April 17, 2024  
(CUPE Posting No. 71) (2024/25)**

## **SCHOOL DISTRICT #64 (Gulf Islands)**

### **Job Description**

### **Early Childhood Education (ECE)**

### **Program Facilitator**

#### **SUMMARY**

Oversees the day-to-day operations for the Strong Start BC program and ensures that the goals and objectives of the program are met. The ECE Program Facilitator is responsible for creating and facilitating the program environment where parents and caregivers participate alongside their children in an interactive, play based setting.

#### **KEY DUTIES AND RESPONSIBILITIES**

##### ***Program Management:***

- Ensure that the programs and activities are developed and maintained in response to the Strong Start BC guidelines
- Create a family-friendly environment that provides safety and security for children and their caregivers
- Maintain detailed daily program statistics
- Record monthly and quarterly statistics for district and Ministry of Education
- Produce reports and work plans in cooperation with the district as required
- Attend, as required, meetings that pertain to Strong Start BC
- Work closely with and understand the requirements of the school personnel and district and Ministry policy and procedures
- Develop and maintain positive working relationships with community partners
- Promote the Strong Start program as required
- Promote awareness of quality early learning and care
- Supervise expenditures within the existing budget allowance
- Make budget recommendations

#### **SERVICE DELIVERY**

- Lead early learning activities, including stories, music and art, to help children grow linguistically, physically, socially, emotionally
- Facilitate pre-school age children to get ready for kindergarten
- Interpret trends in the field of early childhood education and care
- Plan and facilitate the delivery of the daily program
- Set up and take down daily, as necessary, program materials and equipment
- Provide opportunities for parents/caregivers to observe and practice effective strategies that support early learning
- Provide current early learning and care information to parents and the community
- Help parents and caregivers to reflect on their child's learning and development
- Encourage parent involvement and participation in the program
- Promote, support and facilitate parent/caregiver – child relationships
- Respond to parent, family and community requests for information and resources
- Make referrals to community services as needed
- Meet with parents as needed on an outreach basis
- Respect parental and cultural values, goals, and expectations
- Maintain confidentiality in all matters relating to children and parents except where law requires disclosure

**QUALIFICATIONS**

- Current BC Early Childhood Educator license to practice
- Child Safe First Aid certificate
- Criminal Record check

**COMPETENCIES**

- Ability to work effectively with a variety of parents, caregivers, children, professionals and community members
- Knowledge of child development, family dynamics, community resources and early learning
- Candidates will have experience in a variety of settings working with diverse ethnic populations
- Experience in creating, planning, implementing and budgeting for a parent participation early learning program
- Strong verbal and written communication skills
- Good organization and planning skills
- Knowledge of the socio-economic characteristics of this community

**RELATIONSHIPS**

- Responsible to the Superintendent of Schools.

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

June 19, 2008

On behalf of:  
CUPE Local 788

*Original signed by:*

Mike Bath  
President

June 19, 2008

**Classification: Paraprofessional V**

JJEC approved date: June 19, 2008