

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Early Childhood Education Facilitator Job Description

GDAAN/R

**Position Title:** Early Childhood Education Facilitator

**Reports to:** Superintendent

### **Job Purpose and Objectives**

The Early Childhood Education Facilitator supports communities in the development, enhancement and expansion of early childhood programming. The Early Childhood Education Facilitator acts as a resource to Kindergarten teachers in the implementation of play-based learning.

### **Education**

#### Required:

- Early Childhood Educator II or III

### **Skills and Abilities**

#### Required:

- Effective oral and written communication skills
- Strong organizational skills
- Strong interpersonal skills
- Ability to work effectively as part of a team
- Group presentation skills
- Valid driver's license and access to a reliable vehicle

#### Experience:

- Previous successful experience working in the field of child care

### **Key Responsibilities**

The duties of the Early Childhood Education Facilitator include, but not limited to, the following:

- Assess Early Childhood programming needs and availability in Rolling River School Division communities
- Facilitate pre-school parenting programs

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## Early Childhood Education Facilitator Job Description - Continued

GDAAN/R

- Liaise with early childhood program providers in our communities providing support where possible and appropriate
- Liaise with families of pre-school children to assist in navigating the child care system
- Liaise with community agencies involved with early childhood development and learning, representing Rolling River School Division as needed and where appropriate
- Liaise with Kindergarten teachers in Rolling River School Division regarding school readiness and play-based learning
- Assist in the implementation of the Early Development Instrument (Healthy Child Manitoba)
- Assist in implementation of the Early Years Evaluation – Direct Assessment
- Make recommendations about Early Childhood programming to Coordinator of Student, Clinical, and Pre-Kindergarten Services and Superintendent
- Facilitate creation of the Preschool Kits
- Carry out other duties as assigned

### Comments

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

### Index Policy

**Date Adopted:** October 17, 2018