

Equal Start Education Facilitator Job Description



Job Description

The learning centre facilitator is responsible for the daily operation of the Learning Centre. The facilitator reports to the Learning Centre Committee and the Equal Start Education team.

The facilitator is responsible for daily activities which includes, but is not limited to the following:

1. Communicating with the Learning Centre Committee and Equal Start Education team the daily status of the learning centre.
2. Opening the Learning Centre at least 30 min prior to the start of class each class day.
3. Greeting the parents and students each morning to create a welcoming environment.
4. Taking daily attendance of all students and volunteers.
5. Assisting with the collection of student fees from parents if requested by the Learning Centre Committee.
6. Adhering to all SOPs related to the operation of the Learning Centre, including health, safety, security, cleanliness, and maintenance of equipment and premises.
7. Ensure strict adherence to all child safety rules.
8. Facilitating daily instruction for all children.
9. Assigning activities to volunteers.
10. Monitoring and recording student daily lessons and progress.
11. Uploading student progress to the web periodically.
12. Reporting to the Learning Centre Committee and Equal Start Education team any problems or concerns as appropriate.
13. Distributing materials and devices to students, and collecting, storing and recharging them at the end of the day.
14. Ensuring the cleanliness and organization of the centre.
15. Securing the equipment and facilities at the end of each day.
16. Attending weekly a meeting with the Equal Start team to prepare for upcoming classes.
17. Attending continuing education workshops.

Characteristics

1. Fully committed to the education of the children and success of the learning centre.
2. Responsible and dependable to be at the learning centre daily.
3. Demonstrates good moral character. Is honest and open.
4. Acceptance of all races and religious backgrounds without any prejudice.
5. Patient with the children and parents.
6. Well organised and keeps up with planning and student records.
7. Good interpersonal skills. Able to work well with the ESE team, the Learning Centre Committee, parents and students.

Capabilities

1. Conversant in English
2. Literate in English (can read and write)
3. Teaching experience desirable
4. Good with children and at managing and maintaining order in the classroom
5. Digital literacy (easily trainable).

Behaviour

1. The facilitator should make all efforts to be well respected within the community. He/she should be a role model for the students and families in behaviour, actions, relationships, and manner of resolving problems and disagreements.
2. The facilitator takes the responsibility to help the students grow to their life potential. Full attendance at school is very important for a child to learn to their ability. Any prolonged or unexpected absenteeism must be reported to the LC Committee and Equal Start team. The facilitator should be proactive to call or visit the family to encourage student attendance and to help resolve any difficulties.
3. The safety of the students is of paramount concern. Any situation that comes to the attention of the facilitator that concerns the safety of a student, whether at school, or in the home should be brought to the immediate attention of the LC Committee and Equal Start team.
4. The facilitator shall not accept any form of compensation from the families, or take advantage of the families in any way, without the knowledge and consent of the LC Committee and Equal Start team. This includes offering tuition to students which must be approved in advance.
5. The facilitator is allowed to earn income by other legitimate means outside the Learning Centre hours of operation.

I agree to the expectations set forth in this Facilitator Job Description

Name	
Signature	
Date	