

Montessori Early Childhood Educator (ECE) - assistant to manager

Permanent, Full-time

As an assistant to manager, the **supervisory duties** include:

- Oversees the daily operations of licensed childcare programs, ensuring compliance with the BC Child Care Licensing Regulations and Health and Safety standards, such as CCOF and ACCB.
- Collaborates with staff to ensure safe, high-quality programming that aligns with the BC Early Learning Framework (ELF)
- Maintains open, respectful and confidential communication with families, addresses concerns, advocates for children and families, provides resources, and supports family participation and program event coordination
- Devotes time to advertise for student enrollment and parents' visits.
- Human resources management, including recruitment, orientation, training, performance management, supervision and staff scheduling.
- Fosters positive relationships and collaboration with community agencies, and connecting participants and staff to additional resources. Serves as a management team member by overseeing program administration, - supporting policy development, coordinating agency initiatives and events, contributing to strategic planning, and fulfilling additional duties as assigned

Full-scale teaching duties:

- Develop and implement child-care programs that support and promote the physical, cognitive, emotional and social development of children
- Attend staff meetings to discuss progress and problems of children

Certificates, licences, memberships, and security

- Emergency child care first aid and CPR
- Montessori Early Childhood Education (ECE) Certificate
- Criminal record check

Salary

- \$23 - 26 per hour, depending on duties and experiences

Application

- Send cover letter and resume to Sister Lucy Lee at Immaculate Heart Daycare Centre, 747 Alderson Av. Coquitlam BC V3K 1T9 Tel: 604-939-3682 (info@immaculateheartdaycare.com)
- application deadline: September 30, 2025