



1215 Cecile Drive
Port Moody, BC V3H 1N2
Call: 604-765-4022

Email: seaviewmontessori@shaw.ca

January 2, 2018

Seaview Montessori is located in Seaview Community School in Port Moody. We provide daycare, preschool and out of school care programs for families attending Seaview and in the local area.

Our Staff is team-based, where we support one another. We welcome staff who bring a variety of experiences to the centre so that we can continue to learn from one another. Currently we are looking to fill a Full Time position with our Daycare program.

Job Summary

The ECE Assistant works with daycare and preschool children ages 2.5 years to 5 years.

Maternity leave contract from January to November 2018.

Estimated 30 hours per week. Approximate time schedule: 12pm -6pm Monday thru Friday, including Pro D Days, Winter/Spring break and summer (July - Aug).

Responsibilities and Duties

Assist in planning, preparing and implementing a fun, energetic program for daycare children.

Helping with nap time, snacks, lunches and toileting.

Able to implement the center policies on guiding, redirecting and positive discipline of children.

Cleaning of daycare: sweeping, disinfecting: tables, toys, bathroom, mopping.

Work cohesively with other staff members

Qualifications and Skills

Must be currently enrolled in ECE/ECE Assistant course OR have valid ECE/ECE Assistant license.

Current First Aid.

Clear Criminal Record

Can commit to the full contract time (Jan to Nov 2018)

Compensation: reflective of experience

Contact Dana Porowski with your resume and cover letter at seaviewmontessori@shaw.ca