



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

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Jun 28, 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 Full Time positions with our Daycare and Out of School Care programs. Montessori training is an asset but not mandatory for the Daycare.

### **Job Summary for Daycare (1 position open starting Sept 2018)**

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

Estimated 35-40 hours per week. Approximate time schedule: 9am - 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/preschool children.

Help with nap time, snacks, lunches and toileting.

Implement the center policies on guiding, redirecting and positive discipline of children.

Clean 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

**Compensation:** competitive



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## **Job summary for Out of School Care (2 positions open starting Sept 2018)**

The Responsible Adult works with school age children 5 years to 12 years.

Estimated 27.5 hours per week. Time schedule: 7am - 9am, 2:30pm - 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 school aged children.

Implement the center policies on guiding, redirecting and positive discipline of children.

Clean the classroom: sweeping, disinfecting: tables, toys, bathroom, mopping.

Work cohesively with other staff members

### **Qualifications and Skills**

Must have 40 hours of a child based course.

Current First Aid.

Clear Criminal Record

**Compensation:** competitive