



Early Childhood Educator (ECE-A or ECE) Contract

Port Hardy and North Island
Quatsino

Sunday November 16, 2025

\$21 - \$25/ hour

Company: Quatsino First Nation

Industry: Education

Remote/Camp Based Job: No

How to apply:

How to Apply: Please submit your resume and proof of qualifications to:
nicola.diplock@quatsinofn.ca

Expiry Date:

Sunday, November 30, 2025

Details:

Position Summary The Early Childhood Education (ECE) Assistant at the Quatsino Early Years Centre supports the Early Childhood Educators in providing a nurturing, inclusive, and safe environment for children aged 0-6 years. This position involves assisting with the implementation of developmentally appropriate, culturally responsive, and play-based activities that encourage the intellectual, physical, emotional, and social growth of children. The ECE Assistant also works closely with families and other staff members to ensure a welcoming and respectful atmosphere that fosters positive relationships and supports the holistic development of each child.

Key Responsibilities

Program Development and Implementation

- Assist with the implementation of age-appropriate activities in accordance with the Quatsino Early Years Centre's daily schedules and program objectives.
- Help prepare and carry out developmentally appropriate programs and activities for children, both individually and in groups.
- Schedule and oversee playtime, ensuring that the children engage in activities that are both fun and educational.
- Support daily routines, including outdoor play, handwashing, snack/lunch preparation, storytime, and circle time.
- Aid in setting up and cleaning up for daily activities, including sweeping, table cleaning, and toy sanitation.
- Help Early Childhood Educators with assessing children's development to prepare learning plans tailored to individual needs.

Health, Safety, and Supervision

- Supervise activities to ensure the health, security, and well-being of children at all times, including during indoor and outdoor activities.
- Assist in preparing daily nutritious snacks for the children, adhering to food safety standards.
- Support traditional cultural teachings and practices to promote the physical, emotional, spiritual, and intellectual development of children.
- Ensure understanding and adherence to relevant policies and procedures

Maintain familiarity with the Workplace Hazardous Materials Information System (WHMIS).

Communication and Teamwork

- Establish positive working relationships with school staff, community partners, families, and children.
- Facilitate the transition of information between children, families, and childcare colleagues, including Early Childhood Educators and Assistants.
- Work as a positive, respectful, and contributing team player, fostering a collaborative and supportive work environment.
- Maintain the confidentiality of sensitive information, including personal details about children, families, and staff.

Professional Development and Compliance

- Participate in professional development opportunities to enhance skills and knowledge in early childhood education.
- Support the implementation of early childhood initiatives and programs within the Quatsino First Nation.
- Comply with

all policies and procedures of the Quatsino Early Years Centre. • Observe and document child progress and learning, submitting written observations to Early Childhood Educators or supervisors as needed. • Attend staff meetings to discuss the progress and problems of children, contributing ideas and solutions to enhance the program. Key Responsibilities: • Deliver play-based, land-based, and culturally relevant programming that supports the physical, emotional, and cognitive development of young children • Incorporate Quatsino First Nation language and cultural practices into daily routines and learning • Maintain a safe and engaging environment for children, both indoors and outdoors • Observe and document children's learning and growth • Collaborate with the Early Years team to provide inclusive and supportive care • Communicate respectfully and professionally with families, staff, and children • Follow all licensing regulations and Centre policies

Qualifications & Experience:

Qualifications Education and Certifications • Early Childhood Educator Assistant (ECEA) Certificate from a recognized post-secondary institution. • Current First Aid and CPR certificate. • Record of immunization history. • Valid Class 5 driver's license with a clean driver's abstract. • Completion of Non-Violent Crisis Intervention Training is an asset.
