



# Early Childhood Educator (ECE-A or ECE) Contract

Port Hardy and North Island  
Quatsino

Tuesday April 7, 2026

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\$21 - \$25/ hour (\$25/hr)

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**Company:** Quatsino First Nation

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**Industry:** Education

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**How to apply:**

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

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**Expiry Date:**

Tuesday, April 21, 2026

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**Details:**

Job Opportunity: Fixed Term (3 month Contract) Early Childhood Educator (ECE-A or ECE) Location: Quatsino First Nation Wage: \$25 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.

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### **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. Requirements: •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 •Be ready to work flexible shifts with short notice

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