



JOB POSTING

Early Childhood Educator/ Early Childhood Educator Assistant

Date Posted: July 3, 2025

Locations: Tigger Too Early Learning Centre

Hours of Work: 40 hrs per week based on enrollment

Internal/ External: Internal/External Posting

Overview:

The Comox Valley Children's Day Care operates and delivers high quality, accessible early care and learning programs that are responsive to and reflective of the desires and capabilities of the children, families, educators, and community.

Employment Status:

Union – BC General Employees Union (BCGEU) – Full-Time

Scope:

Working in a professional, collaborative manner within a staffing team to provide child care/ preschool programming that is high quality and reflective of the Mission, Vision and Goals of the Comox Valley Children's Day Care Society (CVCDC), The BC Early Learning Framework and the ECEBC Code of Ethics. Independent judgement and discretion are exercised within the existing policies and procedures.

Responsibilities:

- Ensure that the program meets all licensing regulations
- Ensure the program follows the policies and producers of the CVDCS
- Follow the BCGEU collective agreement
- Ensure that individual care plans are created as required
- Ensure proper documentation is kept such as day books/emergency drills/incidents reports etc.
- Participate in annual performance review with the Program/Site Team Leader/Executive Director
- Participate in yearly program review in cooperation with the Program/ Site Team Leader
- Work Together with all staff, utilizing the BC Early Learning Framework to ensure the implantation of inclusive, culturally responsive programming that supports the healthy development of children

- Work collaboratively and respectfully with parents and guardians to support each child as an individual
- Utilize a collaborative team approach in the planning and implementation of program activities
- Participate in the dissemination of written materials to families including newsletters, fundraising information and Board information
- Maintain a safe, healthy, happy environment for children both indoors and outdoors
- Maintain cleanliness of classroom
- Facilitate a team approach to planning for children with extra support needs
- Promote positive child guidance strategies
- Maintain healthy relationships with co-workers, children and families
- Promote positive, effective communication between staff members
- Ensure that all staff are mentored and supported to continue their professional growth and development
- Along with other ECE staff, ensure that practicum students are supported to fulfil their training requirements
- Work cooperatively with Post Secondary Instructors, CV Child Development Association and other early years professionals and partners.
- Performs related duties as required

Qualifications:

- Valid ECE Certificate;
- Valid ECEA Certificate may be considered;
- IT/ Diploma level certificates an asset;
- Valid First Aid Certificate;
- Completed ECEBC Best Choices: The Ethical Journey
- Completed the BC Early Learning Framework Training
- Member of the Early Childhood Educators of BC

Conditions of Employment:

- This position requires the completion of a Ministry Police Information Check
- Successful applicants must provide proof of qualifications

Closing Date: July 17, 2025

To apply for this position send your resume and cover letter to the CVCDCS Executive Director at admin@cvcdds.com by the closing date or visit our website at www.cvcdds.com to apply online.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our families and community. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact us in confidence admin@cvcdds.com