



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

**ECE Assistant- Preschool Program**

**Rate of Pay:** \$18.50/hour (\$18/hour during probationary period)

**Start date:** As early as September 11th

**End date:** June 22, 2018

**Hours of Work:** 10.5hours/week inclusive and 4hours/month prep hours.

This program is closed for SD61 Pro-D Day's Winter/Spring/Summer breaks

**Monday, Wednesday & Friday 8:30am-12:00pm**

**JOB DESCRIPTION**

Reporting directly to the Five Points Preschool Manager, the Assistant ECE will provide support to the Preschool program in the following ways:

- Co-facilitate a 2.5 hour preschool program comprised of up to 15 children
- Monitor and maintain program supplies
- Ensure all licensing facility regulations are met
- Maintain the appearance of the physical spaces
- Prepare and distribute monthly calendars and program information to registered families
- Planning special events
- Offer appropriate resources and support to families
- Plan all programming with respect to children's interest and developmental needs
- Communicate with FGCA staff to promote an open, collaborative environment
- Maintain positive relationship with parents and guardians

**REQUIRED SKILLS AND EXPERIENCE**

- ECE Assistant Certification
- Experience working in a licensed preschool
- Experience working with and implement the [BC Early Learning Framework](#)
- Proven supervisory skills and experience delivering Preschool-age programs
- Experience working with families in a supportive manner
- Strong written and oral communication skills

Interested individuals are requested to forward their resume, with a cover letter via email to [kwilcox@fairfieldcommunity.ca](mailto:kwilcox@fairfieldcommunity.ca) or in person at 1330 Fairfield Road, Victoria, BC.

**Position will remain open until a suitable is found**

1330 FAIRFIELD RD. VICTORIA, BC V8S 5J1

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