



NOTRE DAME SCHOOL

925-104th Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

www.notredameschool.ca

notredame@cispg.ca



Job Posting:

Pre-School / Pre-Kindergarten Early Childhood Educator

Applications are being sought for an Early Childhood Educator to run Notre Dame School's Pre-School / Pre-Kindergarten program from September 1, 2023 to June 30, 2024, with the possibility of renewal for the 2024-2025 school year. This position MAY include 6 hours per day 4 days a week (Monday, Tuesday, Wednesday, and Thursday) with 4 additional prep hours per week for a total of 24 hours per week; final hours will be determined by student enrollment numbers. Benefits and pension are available to employees working a minimum of 20 hours per week.

General Description:

Reporting to the School Principal, the ECE is responsible for planning, organizing, executing, and managing a successful pre-school/pre-kindergarten program in accordance with applicable acts, regulations, policies and procedures.

Essential Qualifications:

- Early Childhood Education Certification.
- Emergency First Aid Community Care.
- Highly responsible, reliable, and trustworthy.
- Previous experience in the same or similar field of work.

As a faith-based school, successful candidates must be comfortable working in a religious setting. Preference will be given to applicants who are Practicing Catholics or Christian.

Applications must be made via email or mail and include documents that address levels of competency in the above qualifications. All applicants must comply with the Criminal Records Review Act. Qualified applicants will be contacted for an interview.

Applications To:

Via Email: Colleen Richard, Principal: crichard@cispg.ca

Via Mail: Colleen Richard, Principal

Notre Dame School

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This position will remain open until a suitable candidate is found.

For further information, please contact Colleen Richard at crichard@cispg.ca.