



Manager, Childcare

Permanent .6 FTE (20 hrs/wk)

20 hours (4 hours per day – 7:30 – 11:30 am and 1:30 to 5:30 pm alternating)

Reporting to the District Principal, Early Learning and Childcare, the Manager, Childcare is primarily responsible for the supervision, management and operations of the School District operated before & after school programs. The Childcare Manager will also work to support the School District's third-party childcare providers operating on school grounds. This position will work alongside School District staff and community partners to enhance early learning and childcare initiatives to positively impact our students and families.

As an ideal candidate, you:

- Strives for **Personal Excellence**
- Thinks **Critically** and **Creatively**
- Builds **Relationships**
- Practices a **Growth Mindset**
- Effectively **Communicate** and **Collaborate**
- Models **Leadership Excellence**
- Uses a **Systems Thinking** Approach
- Cultivates **Community**
- Encourages **Employee Growth**
- Provides a **Strategic Focus**
- Fosters **Interconnectedness**

And have the required education and experience noted below:

- Degree/Diploma in Early Childhood Education (ECE) and valid ECE certification
- Valid First Aid certificate as required by childcare licensing
- Minimum three (3) years of recent experience in childcare working with school-aged children (Kindergarten – Grade 5) with strong understanding of the BC Early Learning Framework (ELF), Early Years Development Instrument (EDI) and Childhood Experience Questionnaire (CHEQ)
- Minimum one (1) year of recent experience managing a childcare program and leading and supervising staff which includes familiarity with Island Health's childcare licensing regulations and the Ministry Education and Childcare's childcare fee reduction programs
- Experience managing a budget
- Advanced knowledge of Microsoft Office including Word, Excel and Outlook as well as familiarity with host and internet-based computer applications
- Experience with Esikidz software, an asset

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

The salary range for this part-time position is \$46,270 to \$57,838 per annum.
Initial placement within the range is based on related education and experience.

Please submit a cover letter and a resume including references, on the Make a Future website at <https://buff.ly/WuXeR2r>.
If you require assistance, please see [How to Apply](#) for detailed instructions. The deadline for submissions is **4:00 pm on September 29, 2025**.

We thank all those that apply; however, only candidates selected for further consideration will be contacted.

School District No. 62 (Sooke) is an equal opportunity employer. We are committed to diversity, equity and inclusion in a workplace that is free of discrimination and harassment. Our educational environments are welcoming and safe. Our staff and students value and appreciate our differences.