



Manager of Childcare

The School District

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the ha-houlthees of the c̓išaaʔath, hupačasath, tla-o-qui-aht, Huu-ay-aht First Nations as well as the Yuułuʔitʔath Government. The school district respectfully acknowledges that it works alongside all Nuu-chah-nulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The District is home to 4000 students, 35% of whom are of Indigenous ancestry. The District consists of two secondary schools, eight elementary schools, one remote K-12 school and an alternative and adult learning centre. The District also has a strong French Immersion program and a thriving international student program.

The District has childcare programs in seven elementary schools and three separate stand-alone childcare buildings on school district property.

Manager of Childcare

Reporting to the Assistant Superintendent, this excluded position helps implement the School District's childcare programs and contracts. The Manager Supports multiple departments including Learning and Innovation, Inclusion and Indigenous Education. The Manager's focus is largely to implement, support and troubleshoot childcare programs on school property.

Specific Duties Include:

- Implement the service agreement with the Ministry of Children and Family Development including but not exclusively:
 - Supervision of Early Learning Navigator
 - Manage and implement pop-up plays
 - Manage the EJD Family Hub
- Collaborate with District personnel and community agencies as required by the Assistant Superintendent
- Assist the Secretary Treasurer and Controller with the implementation of all third-party childcare contracts
- Ensure all childcare facilities are licensed including any district run programs
- Participate in meetings of School District Early Learning Partners as directed
- Complete necessary Ministry reports
- Liaise with school administration as required
- Assist third parties with the implementation of Before and After childcare
- Liaise with childcare operators for day-to-day operating issues
- Ensure all facilities identified as childcare spaces are filled to capacity with third-party providers
- Outreach to First Nations communities to connect families with quality childcare opportunities
- Other duties as assigned

Qualifications:

- Minimum ECE Diploma with preference of a post-secondary degree
- Significant experience with community development
- Strong knowledge of best practice in childcare provision and leadership experience in early learning including research-informed, culturally responsive and inclusive implementation
- Experience supervising staff
- Experience developing department budgets
- Experience with grant writing and report writing

This excluded position has an excellent benefits package, and a wage range from \$81,578 to \$101,972 based on qualifications and experience. Start date to be determined by mutual agreement. Position for a one-year contract. For more information on this position contact Assistant Superintendent, James Messenger: jmessenger@sd70.bc.ca.

Interested applicants should forward their resume with cover letter, recent references and any supporting documentation, **before 10:00am, June 5, 2026. Application packages may be submitted electronically to Trisha Wilson, Manager of Human Resources: twilson@sd70.bc.ca.**

In applying, candidates consent to SD70 Pacific Rim contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.