

coordinator. daycare

École Montessori Ville-Marie

Job ID

39509

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/39509>

LOCATION	DATE POSTED	EXPIRY DATE	
Saint-Laurent, SAINT-LAURENT, QC Quebec	27-03-2026	23-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36	5 year or more	Bachelor's degree

Job Details

Coordinate the daily operations of the daycare, ensuring compliance with provincial regulations, licensing requirements, and health and safety standards.

Supervise, support, and schedule early childhood educators and assistants, providing guidance, coaching, and assistance with recruitment, onboarding, and performance evaluations.

Oversee the implementation of educational programs and maintain a safe, stimulating, and high-quality learning environment for children.

Communicate with parents regarding children's development and well-being, maintain accurate records, and ensure all required documentation is up to date.

Organize staff meetings, professional development activities, special events, and collaborate with the daycare director to enhance the quality and efficiency of childcare services.