



EXTERNAL/INTERNAL JOB POSTING

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

- **HEAD TEACHER**: Children's Village at Knoxdale requires: Permanent 7-hours/day Head Teacher for their Toddler/Preschool Program ASAP.
- **HEAD TEACHER**: Children's Village at Navan requires: Maternity Leave Term 7-hours/day Head Teacher for their Kindergarten/School Age Program (split shift) ASAP until April 2026.
- **HEAD TEACHER**: Children's Village at Navan requires: Maternity Leave Term 7-hours/day Head Teacher for their Toddler/Preschool Program ASAP until June 1st, 2027.

Summary Position Description: The Head Teacher will assume a supervisory and leadership role to the group that they are responsible for. They will provide a high quality program of education and care for children in a group setting under the direction of the Program Supervisor reflecting the principles of *Early Learning for Every Child Today* and Ontario's Pedagogy for the early years, *How Does Learning Happen?*, and in accordance with the regulations of the *Child Care and Early Years Act*. They will collaborate in and ensure the planning, implementation, and evaluation of a developmentally appropriate program that facilitates learning and attainment of developmental goals for children and focuses on active learning through exploration, play, and inquiry. The Head Teacher will participate in the supervision and the evaluation of staff, students, and others in the implementation of emergent curriculum/project approach. They will maintain confidentiality at all times.

Qualifications for the Head Teacher position:

- Must be a registered member in good standing with the Ontario College of Early Childhood Educators;
- Candidates holding a CYC or OCT certification may be considered for School Age positions;
- Early Childhood Education Diploma/Degree from a recognized community college or University or other equivalent educational qualifications;
- Minimum of **three years'** experience in a Licensed Child Care Program **with the appropriate age groups**;
- Experience working with emergent curriculum, *How Does Learning Happen?* and *Early Learning for Every Child Today*;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;
- Displays a caring, compassionate and respectful attitude towards children and families;
- Strong behaviour management skills and experience working with children with exceptionalities;
- Strong organizational and administrative skills;
- Proven ability to work closely with other team members;
- Strong proven leadership skills;
- Strong written skills;
- Ability to meet the physical demands of the job.

Salary: Starting at \$55,206.14 per year (\$30.33 per hour plus applicable Workforce Compensation). *Permanent positions include a comprehensive benefits and leave package. Term positions include 4% vacation pay and paid personal leave.*

Qualified individuals are invited to submit their resume **and** cover letter by Monday, November 24th, 2025 to careers@childrensvillage.on.ca.

Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton