



INTERNAL/EXTERNAL POSTING
7-HOUR MATERNITY LEAVE TERM
ASSISTANT PROGRAM SUPERVISOR

CHILDREN'S VILLAGE AT NAVAN – TODDLER/PRESCHOOL/KINDERGARTEN/SCHOOL AGE PROGRAM

Summary Position Description:

The Assistant Program Supervisor is responsible for supporting the Program Supervisor to oversee the day to day operations of the Child Care centre. Working collaboratively with the Program Supervisor, they must develop a program of education and care for children in a group setting 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 oversee 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 Assistant Program Supervisor must work effectively with staff, provide leadership and supervision.

Qualifications for the Assistant Program Supervisor position:

- Registered member in good standing with the Ontario College of Early Childhood Educators;
- Early Childhood Education Diploma/Degree from a recognized community college or University or other equivalent educational qualifications;
- Minimum of five years' experience in a Licensed Child Care Program with the appropriate age groups;
- Minimum of three years' experience in a leadership role;
- Experience working with emergent curriculum, *How Does Learning Happen?* and *Early Learning for Every Child Today*;
- Excellent knowledge of CCEYA;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean and current Police Vulnerable Record Check;
- Experienced in basic bookkeeping and familiar with accounting best practices and procedures;
- Excellent writing skills;
- Ability to analyze and synthesize information;
- Creative problem solving;
- Excellent organizational and time management skills with ability to multitask;
- Excellent communication and interpersonal skills;
- Ability to work collaboratively with others;
- Ability to maintain professional conduct and confidentiality at all times;
- Knowledge of community resources;
- Ability to meet the physical demands of the job.

Salary: Starting at \$61,980.57 per year. Term Positions include paid Personal leave and 4% vacation pay in addition to the salary.

Start date: January 5th, 2026

End Date: December 23rd, 2026

Length of Term: 12 months

Location: Children's Village at Navan, 1375 Colonial Road, Navan, ON

Qualified individuals are invited to submit their resume **and** cover letter by Monday, December 15th, 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