



**Children's Village of Ottawa Carleton is proud to announce  
the opening of its 10<sup>th</sup> location!  
Thos. McDowell Early Learning Centre....coming this Spring!**

## **We are hiring Head Teachers for Multiple Locations**

### **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.

### **Role and Application details:**

- **Positions:** Head Teacher – Toddler & Preschool Program
- **Salary:** Starting at \$30.33 per hour; plus applicable PWEG
- **Locations:** Children's Village at Klondike – 1032 Klondike Road, Kanata (Permanent)  
Children's Village at Knoxdale – 170 Greenbank Road, Nepean (Permanent, Vacant Position)  
Children's Village at Navan – 1375 Colonial Road, Navan (8 minutes to Orleans) (Maternity Leave Contract, Vacant Position until June 1, 2027)
- **Hours:** 35 hours per week, 7 hours per day;
- **Closing date:** February 6, 2026
- **Apply:** Submit Resume and Cover Letter to Melissa Anson, Manager, Group Care Programs at [careers@childrensvillage.on.ca](mailto:careers@childrensvillage.on.ca)

### **Minimum Qualifications for the Head Teacher position:**

- Must be a 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 **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.
- Sensitivity, respect, and commitment to social inclusion and cultural differences.

#### Your Growth and Perks for Permanent Positions:

- **Vacation:** Starting with 3 weeks of vacation, increasing up to 5 weeks with tenure;
- **Personal Leave:** 5 days of personal leave per year;
- **Sick leave:** 18 days of sick leave per year;
- **Health and Wellness Benefits:** After 3 months with us, enjoy health, dental, and additional benefits to support your wellbeing;
- **RRSP:** Competitive RRSP program with employer matching contributions
- **RECE Membership:** Enjoy full coverage of your CECE membership after completing one year with our team;
- **First Aid:** We cover the cost of First Aid and CPR training when completed through our in-house trainer;
- **Grow and Learn:** We fully cover professional development opportunities to support your career growth and advancement;
- **Leadership & Growth Opportunities:** We offer a variety of management roles designed to support your professional growth and help you take the next step in your career

**Thank you for your interest in the Children's Village of Ottawa-Carleton**  
**Due to high volume of applications, only those selected for an interview will be contacted.**