



Regina Caeli Academy

226-706-7529

info@reginacaeliacademy.ca

www.reginacaeliacademy.ca

**Position:** Catholic Elementary Head of School and Classroom Teacher

**Mailing Address:** PO Box 24069 RPO Bullfrog Guelph, Ontario N1E 6V8

**Start Date:** September 1, 2026

## About Our School

Regina Caeli Academy offers an authentic Catholic education that nurtures a love of learning, encourages students to think critically, helps them discover their God-given talents, and deepens their understanding of the Catholic Faith and their relationship with Christ.

## Position Overview

We are seeking faithful, dedicated Catholic educators to join our faculty. These positions are contract roles with the possibility of becoming full-time. The Head of School position would also include part-time teaching. Ideal candidates are practicing Catholics who value Regina Caeli Academy's educational mission and are committed to ongoing professional and spiritual growth in service to our students.

## Key Responsibilities

- **Maintain a respectful, calm, and orderly classroom environment** that supports students' focus, independence, and virtue.
- **Uphold and model Catholic teachings** in conduct, language, and classroom interactions, integrating prayer and faith practices as appropriate.
- **Deliver lessons and activities** as directed, following the curriculum.
- **Supervise students and maintain a safe environment** in accordance with school protocol.
- **Communicate clearly and concisely with parents** about the student's progress, behaviour, and any concerns.
- **Adapt to various grade levels** by tailoring instruction to individual abilities and teaching students in ways that match how they learn best.

- **Support students with kindness and clarity by** offering guidance, calmly redirecting behaviour, and maintaining high expectations.
- **Participate in the school's spiritual life** (e.g., beginning the day with prayer, attending school-wide prayers, assemblies, and liturgies).
- **Respect confidentiality and adhere to all school policies**, including those on safety, conduct, and professional standards.

## Essential Qualifications

- Practicing Catholic in good standing with a deep understanding of Church teachings.
- Excellent communication and interpersonal skills.
- Commitment to fostering a nurturing and disciplined classroom environment.

## Desired Qualifications

- Bachelor of Education; Teaching certification in Ontario (OCT) or eligibility to obtain certification.
- Knowledge of French and/or Latin.
- Experience or strong interest in classical education methodologies.

## Application Process

For teaching positions, we require the documents listed below to be submitted by May 22, 2026.

- **Cover letter** expressing interest in the position, alignment with the school's mission and educational philosophy, any experience with classical Catholic education, teaching specialties, and grade-level preferences.
- **Resume** detailing educational background, teaching experience, and two professional references with contact information.
- Copy of **Roman Catholic Baptismal Certificate** or a confirmation letter from the parish that you have completed the Rite of Christian Initiation of Adults (RCIA) program.

Interested candidates are invited to submit the following documents as they become available.

- **Pastoral Reference Letter** from current parish priest
- Current **Vulnerable Sector Check**
- **Ontario Teaching Certificate** (preferred)
- Recent **Practicum and/or Teaching Evaluations** (preferred)

All applications will be reviewed by our board and curriculum team on an ongoing basis, and applications will continue to be accepted until the positions are filled. We are an equal opportunity employer. Please inform us if you require any accommodations during the hiring process. Successful applicants will be invited to in-person interviews. The interview committee will conduct reference checks, including a phone call to the priest who provided the pastoral reference.

Please send application materials to [info@reginacaeliacademy.ca](mailto:info@reginacaeliacademy.ca). In the subject line, please specify either Head of School or Teacher.