



EMPLOYMENT POSTING

POSITION: Vice-Principal for Pontiac/Junior School
SALARY: According to WBE Salary Grid
START DATE: Contract person until June 2019 with possibility of extension

Under the direct supervision of Principal and Systems Principal and the and general direction of the Education Director.

DUTIES:

- Assist principal in implementing new curriculum as set by Ministry guidelines, while ensuring Anishinaabe inclusive curriculum is implemented at all grade levels.
- Assist principal with administration and overseeing school programs and operations.
- Assist principal with the supervision of all classroom teachers and support staff.
- Assist principal with providing direction to Maintenance Supervisor according to program needs.
- Assist principal in maintaining a liaison with Local Delivery Mechanisms (inter-agency resources).
- In charge of management, organization, attendance, discipline of school, extra-curricular supervision, and other records; comprehensively administer school programs.
- Assist principal in engaging parents/community in all aspects of school operations.
- In consultation with school board and supervisor, improve, adapt and develop curriculum, course outlines, long range plans and calendars.
- Maintain a daily report of activities in a supervisory daybook.
- Act in capacity of Principal when required.

QUALIFICATIONS:

- Bachelor of Arts/ Science Degree, Bachelor of Education Degree & Principals Qualifications and/or working toward Principal Qualifications or have a Leadership Plan in place.
- Registered with the Ontario College of Teachers
- Additional Qualifications in Guidance/Special Education/Native as a Second Language are strongly recommended.
- Knowledge of School Board Policy and Ministry of Education Statutes and Regulations.
- Team player, experience in administration, behavior management and counseling preferable with strong interpersonal communication skills.
- Experience in a supervisory capacity as Principal or Vice-Principal are definite assets.
- Knowledge and appreciation of Anishinaabe language and culture are definite assets.
- Provide a resume, 3 current work references on letterhead, a current (original) criminal/vulnerable reference check (within the last 90 days), TB Mantoux test (formal Medical Form/Letter from Family Doctor) within the last 90 days.
- Recent copy of performance appraisal/ evaluation.

Please send your resume and documentation to:

Sonya Morningstar, Human Resource Manager
Wikwemikong Board of Education
34 Henry Street
WIKWEMIKONG, Ontario, P0P 2J0
Tel: 705-859-3834 Fax: 705-859-3787

DEADLINE: Monday January 21, 2019 @ 2:00 p.m.

***Only those selected for an interview will be contacted. ***