

Role

Principal/Director

Overview

The Kimberley Independent School is a vibrant group 1 Independent school which currently has 110 students in child care and grades K to 5. KIS is a registered charitable organization which relies heavily on parental involvement relating to general operations. The school also provides a highly sought-after childcare program (ages 3-5), helping meet the demands of this family-oriented community. Kimberley is a small town of approximately 8500 people located in the East Kootenay region of southeastern BC. It is approximately 4 hours by car from Calgary, and 11 hours from Vancouver.

The Kimberley Independent School is looking for an enthusiastic and creative educator who also leads change and educational transformation. The successful candidate will be working with a school that is developing innovative practice using skilled staff, a strong community presence and beautiful location to move learning forward for students in cross-curricular and project-based practice. The Principal candidates will have exemplary organizational and planning skills, understanding of school policies and procedures and have a thorough knowledge of BC independent schools and BC curriculum. Additionally, the ideal candidate will bring a depth of experience in business management. We are looking for a dynamic leader with excellent strategic thinking and relationship development skills, paired with a proven ability to effectively manage competing priorities, support an engaged staff and teaching team and the ability to create a collaborative work and learning culture.

Duties and Responsibilities

- Manage all daily operations of the school.
- Oversee and manage all front office staff, teaching staff, childcare staff and aftercare staff
- Observe staff performance regularly and provide quality feedback and professional development strategies.
- Maintain school communication with all parents, staff, students, and the community.
- Assist in the creation of, and oversee school budget.
- Work closely with the Board of Directors on school direction and policy.
- Establish strong relationships with other local school administrators, as well as community and business leaders.
- Ensure BC Curriculum is being implemented in creative and progressive manners in all classes.

- Ensure all licensing requirements are adhered to for the successful operation of the childcare program.
- Maintain communication with Ministry of Education. Share information with parents/staff where required.
- Oversee all essential school documentation (student files, report cards, IEP' s, teacher planning, field trips forms etc.)
- Work closely with Operations Manager to ensure financial and Ministry documents are complete, accurate, and submitted on time.
- Available for parent/staff/student concerns on short notice.
- Lead staff meetings.
- Work closely with school PAC.
- Lead school fundraisers, social events, and other functions.
- Lead staffing interviews and forming contracts.
- Assist with developing/implementing marketing, promotional strategies and strategic plans.

Essential Skills

- Excellent interpersonal, communication, and leadership skills.
- In-depth knowledge of new BC curriculum K-9.
- Strong understanding of school policy
- Experience in delivering quality special education programs.
- Strong pedagogical experience and understanding of inquiry/place-based/hands-on learning.
- Experience with school-based technology (email, webpages, remind App, SMART board, social media).
- Understanding and knowledge of childcare protocols
- Strong role model for students
- Strong networking skills
- Knowledge in grant writing

Qualifications:

- Valid professional Teaching Certificate with TRB required.
- 5+ years full-time teaching experience at elementary/intermediate levels required.
- Holding or working toward relevant Masters program strongly preferred.
- Experience in business management strongly preferred
- Experience in school administration strongly preferred.

Resume

Cover Letter

3 Professional References (2 with teaching observation)

Other Relevant Documentation

*Applicants need only to submit forms to principal@kis.ca