



JOB DESCRIPTION

JOB TITLE: Early Years Vice Principal Job Description
DEPARTMENT: LCS Administration
REPORTS TO: Principal, Linden Christian School
TIME ALLOTMENT: 1.0 EFT

JOB SUMMARY:

As part of the Administrative Team of Linden Christian School, the Early Years (EY) Vice Principal will assist in the implementation of the school's mission, vision and core values and policies of the school. The EY Vice Principal will also provide educational leadership and administration of the Early Years Program the implementation of strategic plans, development of policies, curriculum overview and the provision of support and collaboration with staff and students. The EY Vice-Principal will maintain effective working relationships with staff, students, parents, the school board, the Grant Memorial Church staff and the broader community.

KEY RESPONSIBILITIES: The Early Years Vice Principal is responsible for the following:

Administration

- Oversee the day-to-day operation of the EY Program and provide leadership for the educational and instructional programming for K - Grade 4 staff and students;
- Ensure fiscal accountability and responsibility with particular emphasis on EY programming as it relates to budgeting, strategic planning, curriculum, textbooks, etc.;
- Oversee the EY participation in government reporting and ensure data collection and reporting are accurate ie, Provincial Assessments;
- Work collaboratively to establish and implement school and administrative policies and procedures as set by Administration or School Board;
- Work collaboratively and participate in Committees and Teams as required, eg Linden Christian School Board, Parent Advisory Council, Website Development, Team Leaders, Department Heads, Literacy with Information Communication Technology, Facilities/Property, Parent Volunteers, Fundraising Banquets and other interests and stakeholders of LCS;
- Participate in regular Administrative Team meetings and meet with Principal on a weekly basis or as required;
- Assist in leadership and participate in monthly all staff meetings, professional development sessions and participate in all school functions when required by Principal such as fundraisers, concerts, banquets;
- Develop an overall year plan for all school events, Professional Development sessions and school programs in conjunction with the Administration Team, Team Leaders, Program Coordinator and Department Heads;

- Assist in the development of class lists and timetables for EY students; ensure balance and that student needs are being met including government funding support to students in collaboration with the Resource/Student Support Services/EAL staff and Program Coordinator;
- Provide support and leadership on specific projects assigned by Principal/Admin Team such as development of policies and procedures, screening of staff and volunteers, safety training for staff, Emergency Response Plan, Fundraising, Student Handbook;
- Provide submissions for internal and external communication for the school: Keeping in Touch (KIT) to staff (weekly); Linden Letter (quarterly); News Note to parents (bi-monthly); Daily News to students and other staff/parent communications, etc;
- Prepare EY meeting agendas in collaboration with EY Team Leader, conduct meetings and effect follow up on minutes for EY Team meetings; assist in preparation of the annual school administrative calendar, timetables and activities;
- Ensure supervision schedules are in place for Early Years (before school, recess, noon hour and after school);
- Attend LCS School Board meetings and other meetings as required;

Educational Leadership & Curriculum Support

- Assist in the support of all educational programs to meet the guidelines of the Manitoba Government Department of Education, Youth and Citizenship for an Independent School as defined by the Province;
- Assist in the support of short and long-range goals for the school ensuring that they are consistent with our vision, mission & core values in terms of philosophy, education and administrative feasibility;
- Ensure that programs, events and professional development activities support the mission, vision, core values and the foundations of Christian education;
- Oversee implementation and integration of biblical worldview integration across all curriculum areas;
- Provide leadership and collaborate with staff to establish a Christian atmosphere that is reflected in a healthy culture and learning climate;
- Assist in the implementation of new curriculum guides and documents in all curriculum areas including Literacy with Information Communication Technology that support the philosophy, goals and objectives of the school;
- Ensure continued quality improvement in programming through a process of planning, action, evaluation and making changes where necessary, so that the school is continually growing in excellence;
- Oversee report card design, evaluation, end results and distribution together with coordination of triad conference process;
- Coordinate student support services with the Resource/Student Services/EAL staff;
- Authorize use and purchase of curriculum textbooks and curriculum materials used in classroom;

Personnel and Human Resources

- Provide supervision and receive direct reports to all EY teaching staff, EA's and administrative assistant or other staff as directed by Principal;
- Assist in the hiring of EY teachers; conduct EY teacher observations and evaluations, staff growth and professional development. Evaluations include writing formative and summative teacher evaluations in accordance with established process and procedures;
- Assist in the hiring, observation, evaluation and preparation of performance evaluations of EY Educational Assistants, office staff and/or other personnel as directed by Principal;
- Ensure staff compliance to Faculty and Staff Handbook and LCS policies and procedures;
- Encourage the spiritual growth and development of all staff;
- Provide support and encouragement of innovative thinking and action with all teaching staff related to curriculum implementation and programming;
- Provide orientation and materials for EY staff upon hire;
- Authorize and monitor requests for leaves; monitor attendance and professional development of staff;
- Provide support and feedback to teaching staff on student evaluations, report cards and triad conference process;
- Oversee staff involvement in grade group meetings and extra-curricular activities including sports, arts, academic and community-building activities;
- Interview and coordinate suitable assignment to student teachers/teaching candidates from University of Manitoba/University of Winnipeg.

Student Support/Conflict Management

- With a commitment to excellence, assist in the provision of Christ-centered education that equips students to love and serve God;
- Promote a safe, healthy school environment for all students and make recommendations for improvement and implementation as required;
- Implement school discipline policies that provide support for staff members in dealing with ongoing or major discipline issues;
- Manage student incidents as they arise and implement appropriate resolution and/or discipline and ensure follow up;
- Provide support for students and families related to academic and personal issues;
- Liaise with staff and parents related to student incidents and discipline;

- Implement and supervise student attendance and late policy by ensuring proper records are kept and all attendance problems are followed up appropriately;
- Oversee and coordinate EY student chapels in collaboration with teachers, and Spiritual Care staff as appropriate; assist in the planning and implementation of special chapels as needed (ie. K-8 Celebration chapel, Grandparents Chapel, Awards Chapels, Easter chapel, etc.);
- Oversee and provide direction to EY Music Department in preparation choral concerts as well as Festival participation and performance opportunities;
- Be intentional to develop rapport with students in various settings;
- Oversee the development and implementation of activities and enrichment events that allow for team building, skill development, community development and sharing with the greater community. (ie. Classroom mission focus, coordinate the relationship with Operation Christmas Child)
- Assist in coordination and delivery of bus safety for K-4 students;
- Provide support to Parent Class Representatives and parent volunteers implementing hot lunch programs
- Oversee coordination, supervision and clearance of Volunteers; oversee planning of volunteer recognition activities.
- Oversee Before and After School Care (BASC) program and work in conjunction with the BASC Coordinator in hiring of staff;
- Oversee School of Fine Arts (SOFA) program, and work in conjunction with the SOFA Administrator in the development of policies and processes;
- Serve as Liaison with parent committee for Staff Appreciation week.

Community Leadership

- Liaise with outside organizations including Association of Christian Schools International (ACSI), local school divisions, Manitoba Federation of Independent Schools (MFIS), Manitoba Government Department of Education, Youth and Citizenship, Grant Memorial Church ministries, etc.
- Interview new students/new parents for potential enrollment to the school;
- Coordinate and provide leadership for the EY Information Night; assist in the coordination of 'Meet the Teacher', 'New Parent Information', and other parent information meetings as required.
- Represent the school in appropriate community contexts for the purposes of public relations and school promotion and participation.

Professional Development

- Maintain awareness and implement curriculum innovations, trends and professional development opportunities with other organizations and Christian schools such as Association of Christian Schools

International (ACSI), Manitoba Federation of Independent Schools (MFIS), Council of School Leaders (COSL), local public school divisions.

- Attend appropriate and relevant educational workshops, seminars and conferences on current trends, practices and research.
- Assist with development and implementation of teacher professional development as required.

EDUCATION & QUALIFICATIONS:

- Bachelor of Education Degree from recognized university;
- Eligible to hold a teaching certificate in the Province of Manitoba;
- Attained or working toward post baccalaureate diploma in Education or Masters degree in education or related discipline;
- Attained or working towards Certificate in School Leadership in the Province of Manitoba;
- Post secondary education in Bible is an asset.

REQUIRED SKILLS/EXPERIENCE:

- Minimum of 5 years teaching experience in either public or independent school setting with some administrative responsibility;
- Willingness to sign and adhere to LCS Statement of Faith and Lifestyle Commitment;
- Enthusiastic support of the vision, mission and values of Linden Christian School;
- Baptized and a member in good standing with an evangelical Christian church;
- Strong Christian character that demonstrates a close relationship with God and is a consistent Christian role model and leader for staff and students;
- Passionate about the value of Christian education and developing a biblical worldview in staff and students;
- Able to positively communicate the school's ministry as an extension of Grant Memorial Church ministry;
- Desire and ability to engage in continuing education, accountability, professional development and personal spiritual growth;
- Able to grow and develop leadership skills and multiply leaders within the staff and student body;
- Highly developed relational, communication, human resource and business management skills;
- Able to effectively lead and provide supervision to staff and teams;
- Able to interact effectively and positively with teachers, staff, students, parents and various stakeholders;
- A biblical approach to conflict mediation in a Christ-like manner;
- Able to deal with difficult and sensitive situations with tact and diplomacy including areas of race relations, cross cultural understanding and human rights;
- Gifts of servant leadership, administration, counseling, teaching, discernment/wisdom and shepherding (discipleship) or combination of gifts that build and strengthen the Administration Team;
- Understanding of, and adherence to, confidentiality and privacy issues;
- Able to work independently, set priorities, manage multiple projects and be highly self-initiating;
- Able to effectively adapt to changing situations or increased responsibilities within the workplace.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Vice Principal, EY

Date

Principal

Date