



Position: Principal

Position Type: Head of School, Chief Executive for the Association under the Board

How to Apply: Inquiries, cover letters and resumes should be sent electronically to *Roy Lapa, Board Chair of Trinity Christian School Association* at, board.chair@trinitychristian.ca

About Us: Trinity Christian School Association (TCSA) operates a nondenominational Christian school in Cold Lake, Alberta and operates the provinces' largest home education program.

We are a non-denominational but explicitly Christian organization, serving the families of all its many diverse faith confessions. The school adheres to the Apostolic and Nicene Creeds.

Our in-school numbers are quite small and we focus on students exhibiting various forms of mild, moderate or severe special needs. TCSA advocates a classical education and Mediated Learning.

Our home education program on the other hand is large and currently supports approximately 3500 homeschoolers in various communities province-wide. TCSA has certificated teacher/facilitators working with parents in communities throughout the province.

Position Profile:

The Principal will report directly to the Board. The Principal is the supervisor, educational leader and operational manager of the Association. The Principal is accountable for the overall management of all school programs. The Principal will also act as the educational leader and general administrator of the school and its programs.

Education, Knowledge, Qualifications and Experience:

- Prior education management experience as a Principal or in a school leadership role
- Must have a Bachelor of Education Degree from an institution recognized by Alberta Education
- A Master's in Education is preferred and would be regarded as an asset
- Must be willing to relocate to Cold Lake
- Position requires regular travel within the province
- Personal principles must be in accordance with the Constitution of the Association
- Demonstrated fiscal responsibility and integrity

Skills and Abilities:

- Demonstrated ability to provide adaptive leadership an a clear understanding and ability to provide situational leadership
- Demonstrated ability to act as the team leader in the school, establish rapport with students and act as a role model within the school community
- Demonstrated ability to provide for the professional growth and evaluation of school staff, create innovative solutions to a wide range of problems, and deal effectively with a broad range of Human Service Agencies, parents and members of the public

- Ability to plan, implement, reflect on and monitor multiple processes within the school and its programs, lead change processes at the school and organizational level, prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to Association operations.
- Superior interpersonal and communication skills, both verbal and written.
- Familiarity with the Home Education Regulation, its requirements and responsibilities.

Job Description:

- Under the supervision of the Board, the Principal acts as the primary educator. The Principal will oversee the school, its operations and programs, develop and administer the general school routine and coordinate all activities within the school building.
- The principal observes, counsels and motivates professional staff in attaining the educational goals of the Association, continually evaluates programs, practices and curriculum content, maintains a Christian educational philosophy and school climate, and encourages and initiates continued improvement in curriculum and teaching methods in cooperation with faculty. The principal will perform classroom instruction when necessary.
- The Principal supervises the Home Education Administrator in his role as primary home education services manager. The Principal is responsible for home education whose operation he delegates to the Home Education Administrator.
- The Principal fulfills the necessary registration of students and in cooperation with the Home Education Administrator effects all necessary home education reporting to Alberta Education. The Principal will ensure that the educational welfare of students on home education programs is maintained.
- The Principal will ensure the school and its programs follow regulations set by the Province and Alberta Education. Ensure school records are available, up to date for ready reference, and reporting. Plan and conduct faculty meetings as necessary. Review all professional staff requests for instructional materials and equipment within the approved budget for the school and its programs.
- The Principal actively participates and encourages staff participation with the Parent Advisory Council and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
- The Principal sits in on classes, hosts functions, will attend off-site meetings and represent the school and its programs at conferences and local or provincial events.
- The Principal maintains effective communication to keep the Board, staff, students, and parents properly informed, affects or recommends changes which will lead to improved administration, supervision and opportunity for student development and attends professional conferences, seminars, and workshops in education and/or educational administration as deemed necessary by the Operations Committee.
- The Principal performs all other acts reasonable and necessary to accomplish his/her primary function as requested by the Board, presents reports, documents and other findings related to the management and success of the school and its programs to the Board on a regular basis. The principal implements the Board's directives by making day-to-day decisions about educational programs, spending, staff, and facilities, manages people, data and processes, logistics, schedules, teacher and staff evaluations, and public relations.

- The Principal oversees the supervising and management of all staff. The Principal makes all hiring recommendations to the Board.
- The principal assists the Secretary Treasurer in planning and submitting annual budget to the Board and Alberta Education, and in overseeing the fiscal operations of the school and its programs.

As a condition of employment, the successful candidate must provide an Alberta Teaching Certificate (or eligibility to obtain), current Police Information Check and a Vulnerable Sector Check. We thank all candidates and advise that only those selected for an interview will be contacted.