



POSITION DESCRIPTION
Assistant Principal, Armdale Campus
Fall 2018

EXTERNAL POSTING

Halifax Christian Academy exists for the purpose of; “transforming lives through dynamic Christ-centered education and discipleship”. At HCA we take our middle name seriously, and we are committed to raising up young disciples for the glory of God and the good of their community, while delivering a high-quality education aligned to the Christian worldview. The entire team is committed to realizing this direction-defining vision, in alignment to our mission and core values.

Reporting ultimately to the Head of School, and under the direct supervision of the Acting Principal, the Assistant Principal (AP) is a member of the school’s senior leadership team who is responsible, along with the Principal and in consultation with the Head of School, in directing education-related activities as delegated.

The successful candidate will be an example for all staff to follow, in the practice of delivering education and a model of what a disciple of Christ does, says, and thinks. The AP will direct all education-related activities of the teaching and support staff for the divisions that have been delegated, and will provide administrative support to staff, to progress the school and its ministry toward realizing our God-given vision and mission. The AP will support the discipleship efforts of the ministry, as coordinated by the Director of Discipleship, through being an active participant in various activities that focus on students’ discovering their own faith and growing deeper in their relationship with Jesus and their knowledge of the Bible, the inerrant Word of God.

The AP role is a new one to Halifax Christian Academy and has been created in accordance with our new governance policy and leadership team composition. The inaugural AP will have a dual role until July 2019, where approximately 50% of his/her time will be invested in the classroom and in working closely with teachers, in order to gain a strong understanding of the day-to-day operations in all divisions (elementary, middle school, high school, international program, Arrowsmith program, and the Atlantic Education Online platform), and 50% of their time will be invested in an administrative role under the guidance and direction of the current Acting Principal, learning from and benefitting from her experience and wisdom. Assuming the successful inaugural AP candidate proves to be qualified and capable, over a probationary period concluding May 31st, an offer will be extended to become the Principal beginning on August 1, 2019. Assuming the inaugural AP becomes the Principal, a new AP will be recruited to be in place for August 1, 2019. If the inaugural AP is not offered the Principal position, a search for a new Principal and Assistant Principal will begin immediately.

<u>SUPERVISION RECEIVED:</u>	Principal (primary) Head of School (secondary)
<u>SUPERVISION GIVEN:</u>	Teaching Staff
<u>DIRECTION RECEIVED:</u>	Head of School and Principal
<u>DIRECTION GIVEN:</u>	Teaching Staff (with Principal & Head of School) Resource/Student Support Staff (with Principal)
<u>KEY INTERFACES:</u>	Head of School Principal Administrative Staff School Committees Parents

KEY ACCOUNTABILITIES:

- Understand that the primary responsibility of a leader is to equip and empower those under her/his supervision to perform their duties in accordance with the school's core values, in order to progress the Vision and Mission
- Provide leadership and support to teachers in understanding and achieving agreed-to objectives (through development, tracking, and completion of operational plans);
- Provide leadership and support in areas of conflict resolution, and in making operational decisions
- Serve as a liaison between "in classroom" teaching staff/lead teachers and the senior leadership team
- Schedule and lead regular meetings with the staff to insure two-way communication takes place and issues are well understood
- Understand the needs of the educational staff and insure either through decision or appropriate collaboration, that these needs are addressed
- Insure the educational requirements of Nova Scotia Department of Education are satisfied.
- Understand the vision, mission, core values and strategic objectives of HCA and insure that all activities lead in that direction
- Collaborate with the senior leadership team in developing a clear operational plan for HCA that forms the basis for daily direction and decision-making and progresses our vision, mission, core values and strategic objectives
- Collaborate with the senior leadership team in the development of policies and procedures that will give clear direction in daily operations, while respecting the need to consider each situation on its own merits
- Insure that all staff are staying focused on both the between academic and spiritual growth of our students (with the Director of Discipleship)
- Represent the senior leadership team on school committees, as requested, in an advisory or communicative role
- Assist in the development of the annual operating budget
- Assist in identifying need for and administering student discipline, including meeting with parents as may be required.

- Assist in identification of staff manpower, material, facility, and supplies requirement to insure annual objectives are met.
- Originate purchase requests and recommend spending as required to operate and progress the vision and mission of HCA.
- Assist and develop teaching staff to insure compliance to policy and the HCA vision and mission
- Hold teaching staff accountable in meeting deadlines, and providing input on or facilitating staff performance reviews, as requested
- Assist in the enrollment process, including interviews and school tours with new families, supporting the admissions team by performing student evaluations regarding enrollment or re-enrollment

ASSIGNED AUTHORITIES:

- To recommend changes to curriculum or class schedules to improve performance
- To formulate and carry out necessary actions in any Performance Improvement Program that has been put in place with a staff member
- To assist in the evaluation of staff performance and recommend professional development in accordance with agreed to objectives
- To interview and evaluate new and current families to support the admissions team
- To originate purchase requests and to recommend spending to the senior leadership team

AUTHORITIES NOT ASSIGNED:

- To approve purchase requests.
- To suspend for more than one day or expel a student
- To take disciplinary action against a staff member
- To authorize or terminate employment
- To change policy or procedures without consultation of the senior leadership team (Head of School and Principal)

Work Experience and Skills

- Successful candidate will hold a Masters degree in education (or equivalent) or be enrolled in a comparable program. Candidates holding a Bachelors degree in education with experience in school leadership will also be considered
- Successful track record of leading teams of educators to successful outcomes
- Previous track record of creating and implementing programs, policies and procedures designed to advance the vision and mission of an organization
- Ability to work independently and with others, managing a diverse list of tasks
- Strong problem-solving skills a must
- Dispute and conflict resolution training an asset
- Excellent communication oral and written
- Track record of being a successful motivator of others
- Track record of gaining the respect of stakeholders, including parents, supervisors, peers, and direct reports
- Diplomatic in approach, able to effectively communicate with students, staff, and parents/guardians
- Effective public speaker, comfortable in front of groups of all compositions
- Ability to work in an interdenominational setting

- Experience with Google docs and MS office an asset
- Valid police and background checks required

Other

- Regular attendance at an evangelical Christian church, with a history of service and/or leadership in a church setting.
- Strong commitment to the vision, mission, and core values of HCA.
- The successful candidates must agree with the Statement of Faith and Core Family Values and Personal Lifestyle and Morality Standards
- The candidate(s) must have a valid driver's licence and a reliable vehicle.
- The candidate must be willing to take calls and work outside of normal business hours as unusual needs arise.
- A working computer and cell phone is required.

Compensation : Compensation specifics will be conveyed through an official offer.

Anticipated Start Date : January 2019 or before.

All Applicants are asked to submit the following to the attention of Mr. Shaun Alspach, Head of School (via email to salspach@halifaxchristianacademy.ca) on or before November 22th 2018;

- Resume/CV
- Covering letter explaining;
 - what attracted them to the position,
 - what they see as the opportunity and benefits of Christian education
 - why they are motivated to help fulfill the Vision and Mission of the school,
 - a summary of the relevant vocational experience, and a summary of their service in their local church).
- Letters of reference including at least two former employers (if possible), illustrating applicants' effectiveness in a team setting, management capabilities, personal leadership qualities, and examples where applicant led and served on teams who identified and accomplished strategic outcomes of the organization
- Letter of reference from their personal Pastor or another Church Leader, outlining applicants' spiritual gifts, spiritual maturity, Biblical knowledge, history of service within the church, and impact made upon the Body of Christ through their service

Important Note : By posting this potential opportunity, Halifax Christian Academy is under no obligation to hire any applicant. Those persons submitting applications are acknowledging and agreeing that Halifax Christian Academy will conduct the search, interview, and hiring process on their sole authority and under terms and conditions that they alone set.