Vice Principal

2019-2020 School Year – Lake Manitoba School

Authority
Vice-Principal reports directly to the School Principal

Purpose
The Vice-Principal provides assistance to the Principal in maintaining the successful operation of the school. The Vice-Principal shall be knowledgeable about curriculum, display organizational skills, recognize and support suitable teaching practices, and demonstrate exceptional interpersonal skills.

Specific Responsibilities – Vice Principal

- Instructional leadership and direction to teachers by assisting with developing goals and objectives that align with long range planning;
- Monitoring the delivery and implementation of the approved curriculum;
- In collaboration and consultation with the principal and teacher, identify and support achievable goals for the school year;
- Develop and foster a close working relationship with all school personnel by keeping them informed and involved in all decision making, and by providing regular information about school programs and activities;
- Assist the principal in assigning and ensuring duties of the school employees are followed;
- Assist principal and teachers with the over-all discipline of the students;
- Ensure that all teachers provide a child-centered, culturally-based, and holistic educational program which will address the needs of each child;
- Arrange for adequate and safe supervision of students during school hours and after hours with all school related activities and functions;
- Assist the principal in setting high expectations of teacher performance;
- Assist the principal and teachers in supporting student achievements;
- Assist principal and teachers with professional development planning that will support and meet the student’s needs;
- Submit reports to the principal as required/requested;
- Ensure that teachers, students and other employees adhere to and carry out the policies of the MFNSS;
- Establish a positive rapport with the community in an effort to build strong relations and to encourage school visits;
- Identifying and address situations that threaten the safety of students;
o Assist the principal and teachers in creating a safe and orderly educational environment;
o Assist the principal in the monitoring and recording of staff tardiness;
o Assist and support principal and teachers with school programs/tasks;
o Assist the principal in setting expectations and promoting attendance for teacher and students.

**Education & Experience**

- A Master’s Degree in Education (or equivalent) preferred;
- Level 1 Administrator’s Certificate preferred;
- Minimum of 3 years certified/licensed teaching experience.

**Qualifications**

- Possess strong administrative, human relations, and communication skills;
- Demonstrate knowledge of current curriculum, instruction and assessment;
- Demonstrated ability to work cooperatively and constructively with others, including the ability to communicate effectively with diverse audiences;
- Possess strong facilitator and communication skills;
- Excellent time management and organizational skills;
- Ability to handle and prioritize multiple tasks, meet all deadlines and work under pressure;
- Exhibit professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Satisfactory Criminal Record Check & Child Abuse Registry Checks.

Interested applicants can submit their resume and cover letter stating the position applying for, along with (3) professional reference listings including a most recent employer by 4:00 p.m., Wednesday, October 9, 2019 to:

**Human Resources**
**Manitoba First Nations Education Resource Centre Inc.**
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

Incomplete applications will not be considered. No phone calls will be accepted. Only those selected for an interview will be contacted. Please visit our website [www.mfnerc.org](http://www.mfnerc.org) for more information on the Manitoba First Nation School System (MFNSS).