

**Manitoba First Nations School System (MFNSS)
Invites qualified candidates to apply for the following position located at
Sergeant Tommy Prince School on the Brokenhead Ojibway Nation for the
2021-2022 Academic Year:**

VICE-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 and instruction as well as display superior organizational and interpersonal skills.

Specific Responsibilities:

1. Assist the school Principal in all aspects of the delivery of the regular day to day operations of the school including:
 - a) Instructional leadership and direction to teachers by assisting with developing goals and objectives that align with long range planning;
 - b) Monitoring the delivery and implementation of the approved curriculum;
2. In collaboration and consultation with the Principal and teacher, identify and support achievable goals for the school year;
3. 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;
4. Assist the Principal in assigning and ensuring duties of the school employees are followed;
5. Assist the Principal and teachers with the over-all behavior management of the students;
6. Ensure that all teachers provide a child-centered, culturally based, and holistic educational program which will address the needs of each child;
7. Arrange for adequate and safe supervision of students during school hours and after hours with all school related activities and functions;
8. Assist the Principal in setting high expectations of teacher performance;
9. Assist the Principal and teachers in supporting student achievement;
10. Assist the Principal and teachers with professional development planning that will support and meet the student's needs;
11. Submit reports to the Principal as required/requested;
12. Ensure that teachers, students and other employees adhere to and carry out the policies and procedures of the MFNSS;
13. Establish a positive rapport with the community in an effort to build strong relations and to encourage school visits;
14. Identify and address situations that threaten the safety of students;
15. Assist the Principal and teachers in creating a safe and orderly educational environment;
16. Assist the Principal in the monitoring and recording of staff attendance and intervene where necessary;

17. Assist and support the Principal and teachers with school programs;
18. Assist the Principal in setting expectations and promoting attendance students;
19. Other duties as assigned.

Qualifications

Education, Skills and Experience

- A Master's Degree in Education or working towards is preferred;
- Valid Manitoba teaching certificate;
- Minimum of 3 years teaching experience;
- Manitoba Certificate in School Leadership or Level 1 and 2 Administrator's Certificate preferred would be considered an asset;
- Demonstrated instructional leadership capacity;
- Possess strong skills to assist in behavioral challenges;
- Demonstrated 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 manage 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/Vulnerable Sector and 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 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

Closing Date: Open Until Filled

Successful candidates must provide satisfactory Criminal Record and Child Abuse Registry Checks. Incomplete applications will not be considered. No phone calls will be accepted. Only those selected for an interview will be contacted.