

WAPASKWA VIRTUAL COLLEGIATE PRINCIPAL

Term Position Until August 31, 2023

Authority

The Principal reports directly to the Director of Organizational Management and Technology.

Purpose

The Wapaskwa Virtual Collegiate Principal serves as the educational leader, responsible for administration, instructional leadership, and supervision of the operation and management of the Wapaskwa Virtual Collegiate.

Specific Responsibilities

- Oversees the application process, timeline, communication, and admission of students for the WVC;
- Collaborates with the school team to meet student needs and implement appropriate support and direction for student graduation planning and related scheduling;
- Identifies and communicates other online or remote learning options for students to access courses or content to supplement classes;
- Maintains current knowledge on best practices and trends for online learning;
- Oversees connections and communication with all families and schools;
- Monitors the effectiveness and success of the WVC programming;
- Monitors the WVC website and ensures information is current and accessible;
- Serves as the collaborative contact person for all support services in the WVC, including helping to meet the needs of students in Inclusive Education;
- Monitors enrollment and re-enrollment processes, student progress, pacing and completion rates;
- Organizes program and plans for implementation of provincial curriculum guides and MFNERC-published First Nation Education Framework; manages instructional program; advises teachers on instructional methods, materials, and techniques; and directs school staff development program for teachers;
- Establishes program rules, regulations, and procedures consistent with school rule and practices; adheres to relevant provincial regulations and policies as per the Memorandum of Understanding for the continued operation of a virtual school in Manitoba;
- Prepares, distributes, and updates WVC expectations in school handbooks;
- Interviews and participates in the process for the employment of personnel in the WVC department; leads and oversees employee performance appraisal process as necessary;
- Supports and facilitates opportunities for staff to expand skillsets and provide quality instruction in a virtual environment;

- Orients new employees to the WVC; assigns and schedules staff; recommends responsibilities as appropriate; maintains necessary personnel records; establishes and communicates substitute plans and procedures for virtual staff absences;
- Leads/assists instructional staff in maintaining appropriate classroom management; counsels students; confers with parents; administers discipline as appropriate; and reports disciplinary action as required;
- Supports the instructional and social-emotional needs of enrolled students;
- Coordinates with partner schools on maintenance of student enrollment and attendance records; assigns and schedules students; maintains WVC student information system (SIS) as needed; monitors reporting of student progress; assures appropriate instruction is prescribed for learners with student-specific plans; establishes methods of evaluating the progress of individual students and the effectiveness of instructional programs in each virtual classroom and the school as a whole;
- Protects the confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines;
- Coordinates the preparation and implementation of an annual work plan proposal, budget, and reporting with the school staff, consistent with the MFNERC funding plan and internal procedures;
- Collects, compiles, manages, and interprets various sources of information and data required for school planning as well as for the preparation of briefing notes, reports, forms, templates and other documents as needed;
- Provides plans and updates as required for various meetings, conferences, and forums;
- Leads the implementation of the WVC instructional program; finalizes master schedule;
- Communicates information regarding co-curricular activities at partner schools; and connects students to the appropriate person for their home school, including activities, field trips, athletics, and other events;
- Oversees the development and implementation of a communication strategy between WVC and First Nations and other entities;
- Oversees and monitors contractors for services involving WVC;
- Sets priorities and organizes workload effectively and efficiently;
- Performs other duties as assigned.

Qualifications

Education & Experience

- Master of Education preferred; minimum Bachelor of Education degree with major or minor or graduate degree in secondary education/curriculum with Certificate in School Leadership, formerly Level 1 and 2 administrator certificates from Professional School Personnel Certification in Manitoba;
- Must possess a valid Manitoba Teaching Certificate;
- Minimum of five years teaching experience, preferably in a First Nations-school setting;

- Extensive knowledge of best practices in virtual teaching and learning with a minimum of three years providing eLearning solutions;
- Knowledge of policies governing all facets of the virtual school program, as well as instructional strategies, online instructional design theories, learning style theories, and educational leadership strategies;
- Considerable knowledge of the principles and practices for student engagement and achievement and understanding of technical issues affecting the learning management systems;
- Demonstrated experience in supervision, training, and development of teachers;
- Knowledge of human growth and development; human relations skills; ability to work effectively with students, parents, staff, and fellow administrators; knowledge of curriculum and instruction; financial management and planning skills.
- Demonstrate experience in decision-making, problem-solving, establishment of priorities, dealing with various governance bodies, organizations and communities;
- Must have a strong understanding of First Nations communities and governance structures;
- Awareness of Manitoba First Nations education development and reforms, bodies of knowledge and socio-economic conditions of First Nations communities;
- Experience working with First Nations in the field of education would be preferred;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment, fluency in a First Nations language are considered an asset;
- Excellent oral and written communication skills in technical and plain language writing;
- Awareness of the new Manitoba Curriculum frameworks;
- Computer literate and proficient.
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Provide a satisfactory clearance of criminal record and provincial child abuse registry checks;
- Appreciation and respect for First Nations education reform strategies;
- Respect the philosophy that the answers are within First Nations; each First Nation is distinct and recognizes the importance of First Nations languages and cultures, applied research, and early childhood programming in education reform.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by **4:00 p.m. Tuesday, August 9, 2022** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9

Email: employment@mfnerc.com | Fax: 204.942.2490

We thank all who apply; however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resumes or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com

Date Posted: July 26, 2022