



**Airdrie Christian Academy**

*Whatever you do, do it all for the glory of God.*  
1 Corinthians 10:31

**Mission:** "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

## **JOB POSTING**

### **ELEMENTARY PRINCIPAL /Teacher (0.38 Principal / 0.62 Primary Grade Teacher)**

#### **Synopsis**

The Elementary Principal will coordinate administrative oversight and plan all phases of instructional leadership for the ACA full-time elementary school including teacher supervision, educational programming, administration, budgetary planning, discipline, and student support services. The principal will function as a liaison between the school division they oversee, the Head of School, and the Board of Directors.

#### **Qualifications**

- Education Degree, preference given to those with elementary grades training and 5+ years of teaching experience, LQS would be considered an asset
- Valid Alberta Teachers Certificate, either current interim or permanent
- Valid Alberta Leaders Certificate, or willingness to pursue this qualification within 1 year of receiving this position
- Exceptional leadership, communication (verbal and written) and interpersonal skills.
- Strong organizational skills
- Must have a police record check with vulnerability screening on file before starting employment
- Must be in align with our Mission and Vision
- Demonstrated ability to collaborate effectively with diverse stakeholders
- Understanding of current educational trends and best practices

#### **Accountability**

- Reports directly to the ACA Head of School
- Will be evaluated annually by the Head of School
- Operates as a member of the Executive Leadership Team
- Provides effective feedback to the Head of School

#### **Staff Leadership**

- Collaborate with Human Resources (HR) to confirm teaching FTE needs for the school year and offer letters of employment to returning teachers
- Collaborate with HR to review teacher job postings, shortlist applicants, interview, hire, and onboard successful candidates
- Collaborate with HR to determine appropriate organizational, planning, professional development and assessment days for Kindergarten teachers and determine an accurate FTE

- Assign classroom placements and duties for teachers ensuring that their skills are used appropriately and effectively in the classroom based on background, experience, and feedback
- Collaborate regularly with the Learning Support Lead (LSL) in their role of supporting the Learning Support Assistant (LSA), elementary classroom teachers, and EAs
- Collaborate with the H of S, Secondary Principal, and LSL to plan PD days (three-year plan)
- Communicate approved hours and expectations to teachers including organizational days and PD days
- Meet with teachers regularly to provide encouragement and support
- Approve teacher requests for leaves and forward to Human Resources for final approval.
- Plan and lead divisional meetings 2-3 times per month
- Evaluate teachers and the LSL according to ACA Policy D-P06 - Teacher Growth, Supervision and Evaluation
- Support teachers in their roles by providing mentorship opportunities, resources, advice, and advocating for their needs
- Participate in regular Executive Leadership Team meetings and Educational Leadership Team meetings
- Support positive staff culture creature in collaboration with the Executive Leadership Team
- Create teaching schedules in collaboration with the other Principals and Facility Director
- Create supervision schedules for recess breaks and before and after school in collaboration with the Secondary Principal
- Teacher Annual Growth Plans - Provide templates that are aligned with the Alberta Teacher Quality Standards and review them upon submission, mid-year, and end of year. Copies should be placed in the Principals and Head of School shared Google drive
- Advocate for staff needs to the Head of School and Human Resources
- Mediate staff disagreements. Report situations to Head of School for awareness and oversight
- Facilitate teacher training on the Alberta Teaching Code of Professional Conduct
- Designate curriculum leads, as needed

**Full-Time Equivalency:**

1.0 FTE

**Compensation:**

Varies based on Years of Teaching Experience and Education

**Deadline for applications:**

Open until filled.

Please e-mail resume to our HR department: [humanresources@airdriechristian.com](mailto:humanresources@airdriechristian.com) or through our website at <https://www.airdriechristian.com/career-opportunities.html>.

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.