



Home Education Enrichment Program (HEEP) Vice Principal – Job Posting

Edmonton

Synopsis

ACA@Home is offering a 1 day/week Shared Responsibility enrichment program for grade 1-9 Home Education families in the **Edmonton area**. On that day, students will take Science, PE, Drama, and Art plus potentially other option subjects. ACA@Home is looking for a 0.30 FTE **Vice Principal** for this day.

The Vice Principal role for ACA@Home exists to provide leadership, vision, direction, and supervision to the ACA@Home Enrichment programs. In reality, the individual in this role is an "acting Principal" for a "mini-school".

Qualifications

- Bachelor of Education degree
- Hold a valid Alberta Teaching Certificate (Interim or Permanent)
- Be creative, independent, and a self-starter
- Be supportive of home education
- Conduct themselves in a professional manner
- Align with our mission and vision
- She/he must have excellent communication skills, confident leadership qualities, one-on-one interpersonal relationship skills, the ability to manage a team, and must be able to effectively communicate and liaise with colleagues, students, parents, and the ACA@Home Principal
- She/he needs to be able to handle a degree of ambiguity and must be able to juggle several tasks simultaneously while maintaining a sense of clarity and organization

The following will be considered assets:

- Experience in teaching elementary and junior high grades
- Education/Experience in teaching the above subjects
- Experience building an online course on an LMS such as Moodle, Canvas, or likewise

Responsibilities

- Cooperate with the ACA@Home Principal, senior leadership, and administration in implementing all policies, procedures, and directives governing the school
- Possess knowledge of the Alberta Education Program of Studies
- Supervision of Teachers, ensure teachers are adhering to the framework set out by Alberta Education and the TQS
- Ensure teachers write and review Professional Growth Plans annually by October 31 and follow up on the progress throughout the year
- Perform regular informal classroom observations to ensure teachers are professional, organized, engaging, and operating with excellence
- Perform one scheduled teaching *evaluation* for each probationary teacher and one scheduled *observation* for each permanent teacher per year
- Coach, mentor, and guide teachers as needed in their spiritual and professional journey
- Ensure teachers feel supported in all facets of their role
- Plan and run regular scheduled staff meetings (every 6 weeks or less)
- Assist teachers in the classroom structure, management, and discipline
- Handle any escalated discipline matters according to ACA policies
- Communicate in a timely and effective manner to parents regarding any student discipline issues
- Represent ACA@Home favorably and professionally to families and the general public
- Develop and maintain rapport with students, parents, and colleagues by treating others with respect, dignity, and kindness
- Maintain a growth mindset
- Attend and participate in meetings and events related to the role in ACA@Home
- Support the broader scope of the school by being involved in events with ACA@Home
- Perform other duties as assigned by the administration
- Provide suggestions and action plans to improve programs in the future
- Show initiative in developing facets of the program that are currently lacking or non-existent

Position Overview

- Part-time, Probationary, FTE: Approx 0.30 FTE
- Term: 2024/25 school year
- Salary: based on experience
- Reporting to: ACA@Home Principal
- Start date: August 29, 2024

Closing Date: Friday, April 26, 2024

Please apply through the link on our website.

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.