

## **SECONDARY SCHOOL PRINCIPAL**

**JOB TYPE:** FULL-TIME (1.0)

**START DATE:** AUGUST 12, 2024, OR AS NEGOTIATED

**SALARY:** \$130,000 – \$140,000 (based on experience & fit)

STEM Collegiate is a public charter school in Edmonton Alberta with the mandate to serve students from all areas of the city in grades 7-12. Designed from the ground up, as a centre of STEM learning and innovation, we are unlike any other school in the city.

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### **STEM COLLEGIATE CHARTER GOALS:**

1. Students will graduate with superior STEM knowledge, skills, and competencies providing a strong foundation for lifelong learning in a fast-paced global environment.
2. Students will have core STEM knowledge and skills needed to become global innovators and problem solvers.
3. Students will have the opportunity to connect with post-secondary institutions and industry to provide strong pathways into both from high school.
4. Students will be community minded learners who demonstrate courage, resilience, respect, and caring for others.

STEM Collegiate's mission is to inspire the next generation to be knowledgeable creators, innovators, and responsible leaders. We believe every student can be successful in STEM and should have the opportunity to learn about cutting-edge science and technology topics.

We are looking for a forward thinking, entrepreneurial minded Principal to lead the innovative programming and planned growth of our Charter School. If you are a talented educator, with leadership experience as well as the desire and motivation to be a part of the future of education in Alberta, we encourage you to apply.

## **CORE RESPONSIBILITIES:**

### **1. Leadership and Climate**

- a. Ensure high-quality instruction and high academic achievement.
- b. Overall supervision of the school; observing methods of instruction and setting of data driven objectives to improve student outcomes.
- c. Keep informed of current practices pertaining to STEM teaching and School administration by attending relevant meetings and conference.
- d. Sharing material of educational relevance with staff as appropriate.

### **2. Programming**

- a. Lead and foster the development of programs and materials to support innovative curriculum delivery within the school.
- b. Assist the teaching staff in the selection, modification, and implementation of curriculum materials.
- c. Collaborate with colleagues at the STEM Innovative Academy Schools in Calgary in the development of resources tailored to STEM programming.
- d. Develop positive morale among the student body by ensuring the delivery of curriculum is engaging and personalized to individual learning rates.
- e. Coordinate with all teaching staff to offer a wide range of extracurricular clubs, sports and academic support based on student interest and need.

### **3. School Organization and Staffing**

- a. Recruit, select and hire teachers, administrative and school support staff;
- b. Responsible for the preparation of the overall school timetable, class lists and student schedules and be accountable as to their effectiveness;
- c. Oversee and support staff assigned to manage student registration, school transfers and maintenance of up-to-date student cumulative records;
- d. Take an active role in the planning, and implementation of professional development activities for staff in cooperation with the Superintendent;
- e. Complete staff assessments in accordance with Charter goals and Alberta Education requirements.

#### 4. School Operations

- a. Maintain communications with parents or guardians regarding the total school program, student achievements, and school activities.
- b. Assist with preparing budgets to ensure the highest quality STEM program is supported through proper staffing, supplies, and equipment.

#### PERSONAL ATTRIBUTES:

You are an energetic leader with a passion for STEM education, who easily articulates a clear understanding of what quality education entails. You have strong interpersonal skills to guide a values-driven team of dedicated staff. You are a highly visible leader, both in the school and greater community, focused on delivering the best student experience for our families.

#### REQUIRED QUALIFICATIONS:

In addition to having an educational philosophy in alignment with our mission, vision and values, the successful candidate must have the following qualifications:

- Permanent Alberta Teacher Certification
- Alberta Leadership Certification
  - *or be willing to complete the required LQS courses by August 2024.*
- Minimum of **five** years teaching experience at the secondary level (7-12).
- Master degree in a relevant discipline.
- Prior experience in as an assistant-principal, vice-principal, or principal.
- Vulnerable Sector Criminal Record Check is mandatory prior to start date.

#### PREFERRED QUALITIES:

- Preference to those with experience teaching math, science, or technology.
- Genuine drive to improve educational standards for 7-12 students in Alberta.
- High level of personal accountability and evidence of ethical decision making.
- Sophisticated understanding of how to effectively distribute leadership tasks.

## HOW TO APPLY

Interested and qualified candidates are invited to submit an application that includes a cover letter tailored to this position description, current C.V. Please ensure the final page of the CV includes the names and contact information for three recent professional references.

All expressions of interest for this key leadership role must be submitted via [the Apply to Education posting](#) (job code: 3702876). The deadline to apply for this job is **Tuesday, April 9<sup>th</sup> at 10:00pm.**

Due to the volume of applicants, only those selected for an interview will be contacted. Candidates selected for an interview can expect to receive an email between April 10-14, 2024.

In-person interviews for this position will be from Tuesday April 23 to Friday, April 26.