



Job Description of the Principal and Chief Operating Officer

This document provides the job description for the Principal and Chief Operating Officer (COO) (hereafter the “Principal”) for Burlington Parental Christian School Society (hereafter the “Society”), operating as Trinity Christian School (hereafter the “School”). The Principal is responsible for the Christian leadership of the School, its programs, its staff and students within the community. The Principal reports to the Board of Directors of the Society. The Principal shall exercise the rights and bear the responsibilities associated with an Officer of the Society. This responsibility includes fulfilling an Officer's Fiduciary Duty and Standard of Care to act prudently for the benefit of the Society.

The Principal is expected to make a material and sustainable contribution to the School's ability to fulfill its vision and mission while embodying its values. The Principal has board-delegated authority and responsibility in the oversight of the various operations of the school including its reputation and advancement in the community. This all-encompassing mandate requires the Principal to meet both general and task specific expectations including but not limited to ensuring the school has all the relevant policies, procedures and controls in place and is in compliance with those policies.

The Principal must communicate effectively and appropriately with students, staff, parents, the community and the board in order to build a strong God glorifying institution with deep roots and strong interpersonal relationships that enhances the brand and reputation of the school.

The Principal Provides Strong Spiritual Leadership

The Principal is called upon to provide spiritual leadership to the school community. The Principal is expected to infuse the general task of the education of students into a Christian worldview that engages the students, their teachers and the supporting staff in a singular Christian vision for learning before the face of God. This is to be done through various communications modes such as worshipping, speaking, writing and visual representations.

The Principal will take the necessary steps to provide strong spiritual leadership to the School community, including but not limited to:

- Educate students based on a Christian worldview.
- Assist the faculty, staff, and volunteers in the integration of faith and learning.
- Establish and maintain a Christian culture in the school community.

The Principal Provides Strong Leadership to the Board

The Principal is expected to provide expert advice to the Board on matters of educational policy as well as government compliance on all matters of the school operations.

The Principal will take the necessary steps to provide strong leadership to the board, including but not limited to:

- Ensure compliance with all federal and provincial laws and regulations.
- Uphold the bylaws of the Society and the policies of the School.
- Attend all board meetings.
- Inform the board of the on-going operations of the school and Society.

The Principal Provides Strong Learning and Instructional Leadership

The Principal is called to lead the teaching staff in defining, developing and delivering the learning and instructional model for the benefit of all students. The Principal will provide oversight of the program of instruction including proper assessment of student progress.

The Principal will take the necessary steps to provide strong learning and instructional leadership best suited to the education of all students, including but not limited to:

- Oversee the establishment, implementation, management, and refinement of all educational and other programs offered by the School.
- Ensure that all students, including those with exceptionalities, can flourish as learners.
- Ensure that the teaching staff are equipped to properly implement the educational and other programs of the School.
- Ensure that the parents are regularly apprised of their children's progress.

The Principal Provides Strong Staff Leadership

The Principal is called upon to lead all staff members (teaching and support). This leadership requires an understanding of employment practices and professional development to ensure a harmonious workplace, focussed on achieving the vision and mission of the School and an adherence to its values.

The Principal will take the necessary steps to provide strong staff leadership, including but not limited to:

- Determine and modify the job expectations and workloads of all staff and volunteers.
- Provide the initiation, training, support, and monitoring of staff.
- Conduct an effective program for the supervision and evaluation of all staff.
- Provide regular feedback to all staff.
- Determine staffing needs for the following year in collaboration with the Human Resources Committee.
- Publish a Staff Handbook with key information on school procedures and policies.

The Principal Provides Strong Student Leadership

The Principal is entrusted with the well-being of every student enrolled in the school. This custodial responsibility includes yet extends beyond the learning experience and encompasses the student's ability to be contributors to a distinctively Christian learning community.

The Principal will take the necessary steps to provide the best possible learning environment for all students, including but not limited to:

- Demonstrate respect and concern for each student and the student body.
- Ensure that a coherent student code of conduct is documented and communicated within the school community and understood by all staff.
- Ensure student participation, voice and leadership in the life of the school community.

The Principal Provides Strong Administrative Leadership

The Principal is charged with the efficient management of the affairs of the school. This task requires an understanding of governmental expectations as well as the implementation of management best practices within a Christian school.

The Principal will take the necessary steps to provide strong administrative leadership for the daily operation of the school, including but not limited to:

- Enforce the Society's charter and implement all board policies, within the context of the Principal's responsibilities, to achieve the school's stated vision and mission while adhering to its values.
- In consultation with the board, and aligned to the strategic plan, develop a three-year operational plan that creates a framework for all planning, budgeting, educational development goals, funding objectives and family recruitment targets.
- Ensure that all requirements for Christian schools in provincial and federal law are followed.
- Oversee the efficient and professional operation of the school office.
- Regularly report in writing to the board and appropriate committees on matters respecting the operation of the school.
- Oversee the development and publication of an annual calendar, schedule, and school/parent /student Handbook that includes key information on school procedures and policies.
- Work with the finance committee to establish and implement prudent financial policies, procedures, controls and reporting in order to efficiently and prudently utilize the resources of the school.

The Principal Provides strong Facility and Transportation Leadership

The Principal is entrusted with the property owned by the school. The Principal must ensure that the facility and grounds are properly maintained and in good working order. The Principal will ensure that all transportation is both safe and an extension of the schools services.

The Principal will take the necessary steps to provide strong facilities and transportation leadership for the daily operation of the school, including but not limited to:

- Monitor and schedule the day-to-day use of the facilities and the corresponding transportation, in order to control access to the facilities.

The Principal Provides Strong Communication Leadership

The Principal is the spokesperson for the school. All school communications are ultimately the responsibility of the Principal.

The Principal will take the necessary steps to provide strong communication leadership, including but not limited to:

- Foster positive interpersonal relationships with parents, society members, and supporters.
- Encourage parental and community involvement in the school.
- Foster relationships with other Christian and educational organizations for the betterment of the School.
- Foster a strong and healthy community among students, staff, and parents at the School.
- Act as spokesperson for the Christian school, and Christian education at large;
- Ensure the effective marketing and communication of the School and School events, including the School's vision, mission and values.
- Assist in making connections and developing relationships with donors.

Posting: Search begins immediately; applications will be considered until the position is filled.

Position start date: July 1, 2018, although an earlier appointment date is possible.

Position type: Full-time administrative

Contact:

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