

## **Open Job Position: School Principal**

Due to an upcoming retirement in June, Foothills Academy is hiring for the position of a Principal to lead a long-standing, successful Independent School for 300 grade 3-12 students with diagnosed Learning Disabilities in Calgary, Alberta. With over 40 years of experience, Foothills Academy remains a national leader in Learning Disabilities, through our excellent school program, and extensive Community Services wrap-around services. Our dedicated staff maintain high standards and expectations, in order to provide students with life-altering school experiences and ensure a positive, collaborative, and professional culture.

The Principal must be a visionary and inspiring leader with a proven track record of successful school leadership. The position requires them to have a strong understanding of the complex needs of students, and families, living with Learning Disabilities and associated disorders. The Principal is responsible for, and committed to, ongoing growth and professional learning for all staff, and they will set, monitor, measure and support the high professional standards and expectations required to be successful at Foothills Academy. The Principal models the school's philosophy and works in coordination with the Executive Directors to ensure a strong, supportive and caring culture for all staff, students, families, board members, alumni, volunteers and other stakeholders.

As a school leader, the Principal consistently demonstrates outstanding communication, collaboration, pedagogical and leadership skills, to maintain Foothills Academy's position as a leader in education and Learning Disabilities. They inspire and support staff to operate at levels of excellence, and work with families to ensure all students' needs are met for them to find understanding, build confidence and maximize potential.

The Principal is responsible for leading the school forwards, and reports to the Executive Co-Directors. Two Vice-Principals report directly to the Principal, and support the Principals overall work and responsibility for the school program. This position offers a competitive salary, benefits and ATRF contributions.

**Interested applicants should send their cover letter and resume to:**

[application@foothillsacademy.org](mailto:application@foothillsacademy.org)

To the attention of Mr. Simon Williams, Executive Co-Director

*All applications will be treated with discretion and confidentiality. The post remains open until a suitable candidate is successful.*

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### Qualifications and Experience

- Permanent Alberta Education teaching certification, in good standing with the Ministry of Education and Leadership Quality Standard certification
- A Master's degree in a relevant educational field
- Proven track record and experience of successful leadership in a school setting
- Experience of successfully working with the LD community
- Excellent communication skills, both written and oral.
- Proficient in current educational technologies for teaching, assessing, recording and reporting.
- Excellent organizational and interpersonal skills.
- Ability to work collaboratively in a dynamic, fast paced multidisciplinary team.
- Be a role model of professionalism and good practice as outlined in the LQS and the Foothills Academy Handbook and Policy Manual

### Role

The Principal is responsible for the day-to-day operations of the school program at Foothills Academy. They are a visionary and inspiring leader, with a strong understanding of the complex needs of students with Learning Disabilities. They are committed to maximizing the success and wellness of all students, and ensure continuous growth and development for all staff. They embrace, and continuously model, the philosophy of the school, as well as empower the community and build a strong, supportive, and caring culture for staff, students, families, board members, alumni, volunteers, and other stakeholders.

As a school leader, the Principal demonstrates outstanding skills in communication, collaboration, and relationship building, utilizing best practices and a range of leadership styles. They are an expert in teaching and leading, and ensure all staff are highly effective classroom practitioners working with students with a wide range of Learning Disabilities. The Principal inspires a motivated staff and community to ensure that all students find understanding, build confidence and maximize potential. The Principal works with, and oversees two Vice-Principals, who report directly to them, and who support the Principal's overall work and responsibility for the school program. The Principal reports directly to the Executive Directors / Head of School.

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### Job Description

- Day to day operations of the school
- Monitoring, evaluating and developing effective program delivery, following best practices of instruction, assessment, and student social and emotional needs.
- Continuously model the school philosophy.
- Oversee and collaborate with the Vice-Principals to support the day-to-day operations of the school.
- Ensure a rigorous program of support and development for all students.
- Ensure high standards for all staff to exceed Teaching Quality Standards (TQS), or Leadership Quality Standards (LQS) and provide additional supports for staff development and continuous growth.
- Be responsible for off-site risk assessments, and staff adherence to school-wide policies and procedures.
- Be responsible for emergency response protocols.
- Be responsible for producing meaningful Education Plans and Annual Results Reports.
- Report to Alberta Education relevant documentation such as the Annual Operating Plan.
- Be responsible for teacher and student schedules, and for the annual school calendar.
- Develop long-range plans for appropriate, meaningful and effective professional learning for all staff. As well as be responsible for all Teacher Professional Growth Plans.
- Oversee the Teacher Growth, Supervision, Evaluation and Observation policy and expectations. Continually refining the supervision, evaluation and observation process in in line with best practices, and in the context of a school for students with Learning Disabilities
- Provide ongoing coaching for all staff; including the Vice-Principals.
- Be responsible for the hiring and onboarding of all teachers, Educational Assistants and sub-teachers.
- Be an integral member of the Intake Committee.
- Be an integral member of the Best Practices Committee.
- Oversee the school budget, plan for future program development and expenses, be responsible for school purchase orders.