



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
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Job Posting - FT Position

Job Title: Vice Principal

Hours: 35/wk

Benefits: As per OMVC's benefit plan

Salary: As per OMVC's Wage scale and Experience

*Available to work a flexible work schedule including evenings and weekends (when required)

Who we are:

The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 40 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

Position:

OMVC is seeking a caring, creative and innovative educator to fill the new position of Vice Principal at Chief Matthews Elementary. In this pivotal position, the Vice Principal will work alongside the principal in spearheading sustainable initiatives to improve student achievement and enhance a safe and caring school culture. Fostering an environment of instructional excellence based on research and best practices will be high on your list of priorities as well as inspiring staff to engage students in reaching their full potential. As a champion of an inclusive and respectful school, you will assist in managing student conduct and also engage parents meaningfully in the life of the school.

As part of your non-educational responsibilities, you will assist the principal in overseeing procurement, maintaining student records, coordinating activities, and managing timetables and schedules.

Your ability to build relationships is key. You will work with Chief Matthews staff and students in a supportive role ensuring equity in the learning environment, and helping remove barriers to children's learning. The Vice Principal will need to be a passionate educator who values diversity and inclusion, and acknowledges collective responsibility to providing a safe environment to work and learn.

Reporting Relationship

The Vice Principal reports directly to the Principal and works closely with staff, council committee, parents, and the Band Administrator.

Qualifications:

Minimum Requirements

- University Degree and/or Designation in a related field to this position
- Ministry of Education Teacher Regulation Branch certification
- Committed to pursuing a master's degree
- Five (5) or more years of exemplary teaching experience as well as proven leadership experience

Knowledge, Skills, and Abilities:

- Knowledge and understanding of Haida culture.
- Strong written and interpersonal communications skills, and the ability to work effectively with a variety of people and circumstances.
- Excellence in guiding the development and implementation of shared values, vision, mission and goals to support learning and achievement for all students.
- Proficiency in Microsoft Office 365 applications (Word, PowerPoint and Excel).
- Excellent conflict resolution and interpersonal skills with the capacity of desire to work collaboratively with all stakeholders (including students, parents, staff and community members).
- Ability to maintain a professional demeanor and confidentiality.
- Knowledgeable in regards to curricula, instructional and assessment practices.
- Demonstrated excellence in implementing initiatives to enhance student development, engagement and learning.
- Highly organized with effective leadership, decision-making, problem-solving skills, and to work collaboratively to strategically plan and manage in order to strengthen the school's capacity to support student development, engagement and learning.

Other Attributes

- Flexible, adaptable with ability to multi-task and manage a diverse workload with multiple deadlines.
- Detail and service-oriented with the ability to listen, understand and respond to concerns.
- Ability to think critically and act logically, evaluating situations and generating steps to achieve success.
- Personable, down-to-earth and friendly.
- Ability to exercise good judgement, diplomatic tact, professionalism, and strategic communication skills.
- Ability to work in a virtual and in-person team environment.

Primary Responsibilities

- To support and assist the school in meeting the overall objectives of the school and needs of individual students.
- Assume supervision on behalf of or in the absence of the principal.
- Assist in the administration of the school and provide leadership.
- Assist in the formulation of policies, organizational planning, goals and objectives.
- Meet with the principal to discuss the implementation of school policies and programs.
- Assist the principal in organizing events.
- Assist with Administering of the setup of home rooms, schedules, and orientation.
- Assist with the responsibility of attendance and schedules.
- Assist with staff evaluations and growth plans.
- Assist in the supervision of student activities.

- Assist in the Completion of reports and tracking required deliverables.
- Assist the principal in interpreting school programs to the community.
- Assist in the collaboration of events or programs with other school districts.
- Work with special service personnel and arranging in-service workshops, assessments, etc.
- Meet with teachers, pupils and parents/guardians as needed.
- Attend monthly committee meetings, staff meetings, and Professional Learning Community Meetings.
- Assist in preparing Individual Educational Plans.
- Other related duties upon request of Principal.

Application Deadline: October 15th, 2021 @ 4:30pm

How to Apply: Please submit cover letter and resume to omvcrec@oldmassett.ca or in-person at the Band Office.

Subject line must read: Vice Principal POSTING

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Only applicants to be interviewed will be contacted

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