

# EDUCATION DEPARTMENT TSUUT'INA NATION

82 Cow Camp Road, Tsuut'ina, Alberta T3T 0A9

Telephone: (403) 238-5484

Fax: (403) 238-9850



## Tsuut'ina Education Department Principal – Chiila Elementary School Job Description

**Title:** Principal  
**Department:** Tsuut'ina Education Department  
**Reports to:** Education Director  
**Designation:** 12 month – Contract Position

### **JOB SUMMARY**

As the administrative and educational leader of the school, the Principal will ensure the overall health, wellbeing and safety of all students, staff, property and materials belonging to the school. The Principal shall conduct himself/herself in a professional manner befitting the position and on behalf of the school, the principal must liaison with parents, elders and other community members. The Principal's successful performance in this position requires the ability to work in a team environment, valuing and motivating staff and students to give their best efforts for the good of the school.

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

- Perform all duties and responsibilities in accordance with the Tsuut'ina Nation Administration Policies and Procedures.
- Lead all student assemblies, chair all bi-weekly staff meetings, and attend managers meetings and all other school administrative meetings at the request of the Education Director.
- Develop, create and amend student and staff handbooks, necessary forms, contracts and agreements as required amend to ensure that all staff and students are properly informed in this regard at the outset of each school year.
- Prepare timetable, to conduct the school according to such timetable and the school year calendars applicable thereof, to make the calendar or the calendars and the timetable accessible to the pupils, teachers and supervisory officers and to assign classes and subject to the teachers.
- Ensure that the instruction provided by the teachers employed in the school is authorized pursuant to provincial and Tsuut'ina Nation guidelines.
- Conduct ongoing teacher and support staff evaluations throughout the school year and provide written evaluative reports to the Education Director and complete all post conferencing with the staff by April 30<sup>th</sup> of each school year.
- Mediate and/or address all staff issues and concerns so as to promote cooperate and coordinate of all work efforts.
- Oversee and attend all school functions so as ensure that adequate planning, preparation, leadership and support are provided.
- Provide instructional and administrative support for the promotion of the Tsuut'ina language and culture curriculum.
- Maintain accurate and up-to-date financial records and assists in the preparation of the budget.
- Monitors budget and makes recommendations concerning school investments/purchases.
- Prepares for school opening and closing.

- Issues lesson plans and emergency response information. Arranges class coverage due to teacher or support staff shortages/lates.
- Processing fan-out messages to feeder schools and following crisis procedures.
- Responsible for assignment of keys to staff.
- Ensure supervision duties are covered.
- Prepare and submit monthly school/staff progress reports to Director of Education.
- Ensure each year that adequate arrangements have been made for staff orientation and for the return of students at the outset of the upcoming school year.

### **ABILITIES REQUIRED:**

- Strong technology skills with an emphasis on accuracy.
- Effective leadership, coaching and supervisory skills.
- Ability to multi task and work with continuous interruptions.
- Exceptional customer service orientation.
- Strong time management, prioritization, multitasking and organizational skills.
- Strong interpersonal and strong verbal, listening and written communication skills combined with the ability to speak with confidence.
- Strong conflict management skills.
- Professionalism, tact, courtesy and diplomacy skills.
- Ability to deal with sensitive and discretionary matters and maintain strict confidentiality.
- Ability and success in building productive relationships with co-workers, staff and other internal and external stakeholders.
- Knowledge of Power School is an asset.

### **EDUCATION AND REQUIREMENTS:**

- Bachelor of Education Degree, holds an Alberta Permanent Certificate Professional Teaching Certificate and a Master's Degree in a related field.
- Minimum of 5 years district or system leadership experience would be an asset.
- School Administration experience would be an asset.
- Alberta Educational Leadership and/or Superintendent Leadership Standards Certification would be an asset.
- Related Leadership Experience in the areas of: Curriculum, Data/Assessment.
- Experience in First Nation school administration.
- Current Criminal Record Check, Vulnerable Sector Check and Child Welfare Intervention Check.

*Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a probationary period at the commencement of his or her employment.*

Please apply in writing, including a **Resume and clear Vulnerable Sector Check** to:  
 Tsuut'ina Nation Human Resources Department 9911 Chiila Boulevard, Tsuut'ina, Alberta T2W 6H6  
 Email: Jobs@tsuutina.com

**NOTE: A Vulnerable Sector check from all provinces states or countries lived in for the last five years that have been completed within the last month MUST be provided upon application.**

**Competition Opens: April 28, 2021**  
**Competition Closes: May 11, 2021**