

Senior School Principal Job Description

Position Overview

The **Senior School Principal** provides comprehensive leadership for all aspects of the Senior School, fostering a Christ-centered learning environment that supports students' academic, social, and spiritual growth. This role oversees curriculum implementation across Ministry of Education, IB, and Christian Education programs; manages budgets; ensures student welfare, safety, and placement; coordinates special events; and ensures compliance with school policies. As a member of the leadership team, the Principal builds strong relationships with students, families, and the wider community, while also leading staff recruitment, supervision, professional development, and evaluation.

Reports To: Head of School

Responsibilities

Educational Leadership - Vision

- Active member of the Leadership Team including contributing to, and participating in, the strategic plan
- Plan and conduct an on-going in-service program, which develops Christian educational vision among, staff members (i.e. Research and Development, Professional Development days)
- Assist individual staff members to set and achieve professional goals in developing their Christian educational vision
- Maintain a program of professional reading, study and reflection to develop the principal's own Christian educational vision

Educational Leadership - Curriculum

- Coordinate the Senior School curricula (MoE, IB, Christian Education, etc.)
- Establish, clarify, and implement short, and long term, goals
- Evaluate and maintain program implementation
- Use data to make decision regarding school programming

Educational Leadership – Staff Development and Supervision

- Coordinate staff development (i.e. Research and Development)
- Assist individual staff members to set and achieve professional development goals
- Maintain a regular classroom presence
- Complete summative evaluations, appraisals, and performance plans

Educational Leadership - Staffing

- Direct the interview procedure to a successful conclusion from identification of a staffing need, recruitment, interview process, hiring a candidate and onboarding
- Monitor staff attendance and discretionary days
- Coordinate Guest Teachers (TOC) for Senior School

Administration

- Assign and evaluate staff curricular and extra-curricular assignments
- Ensure adequate curricular and extra-curricular opportunities for students
- Coordinate the annual school theme
- Support student placement
- Create and manage the timetable for Senior School
- Lead Senior School meetings
- Coordinate and contribute to IB Evaluations and Ministry Inspections
- Coordinate provincial assessments
- Coordinate exam schedules
- Coordinate reporting

Student Compliance

- Oversee compliance with school policies
- Regularly liaise with School Counselor, Youth Care Worker and ESS Coordinator

Budget

- Participate in the annual budget process
- Oversee spending in assigned areas
- Maintain appropriate school supplies

Staff Relations and Committees

- Contribute as a member of both the Leadership Team and the Pedagogical Leadership Team
- Supervise Coordinators, staff, and departments as assigned
- Lead the STAR (Students At Risk) team
- Contribute as a member of the TRA (Threat and Risk Assessment) Team

Community Relations

- Monitoring student progress and reporting to parents
- Respond to parent feedback as appropriate



White Rock Christian Academy

- Support student and staff welfare and ensure safe facilities and practices
- Coordinate Parent/Teacher conferences
- Monitor Parent/Teacher relationships under stress
- Communicate with parents and supporting community
- Oversee and assist with student discipline procedures
- Monitor complex relationships
 - Homes under stress
 - Contact with pastors and counselors
 - Contact with Ministry of Children and Families, Youth Mental Health and police

Coordinate Special Events as Assigned.

Other Duties as Assigned.