



Job Posting – Vice Principal

The Vice Principal will work alongside the school principal to manage the administrative and educational components of the school and assume supervision on behalf of or in absence of the Principal.

Accountability: This position is accountable to and reports to the school principal.

Key Functions & Responsibilities

- Working with the teaching and support staff to facilitate the day-to-day management of the education programs for elementary and middle schools operated by the EFN-EA and for providing daily liaison with the Special Services Department to ensure the students and families of the schools have the support including delivery of specialized support services
- Facilitate regular meetings with teaching and support staff to facilitate communication and ensure efficient and effective problem solving and decision making within the school
- Monitor attendance and work with any student that appears at risk of dropping-out and/or failing, and working with students that have been expelled and/or quit to encourage and support them to return to school, working with the teaching staff to identify problems or concerns immediately and to develop strategy to address any concerns or issues
- Monitor performance of all students and provide recognition and rewards to students that succeed and excel
- Working as directed to prepare and regularly review the Emergency Preparedness Plan and work with all staff to practice and routinely discuss the plan
- Ensure regular and consistent communications from the school to parents and the community are developed and delivered
- Support teaching and other staff with interactions with students and families as required
- Support the teaching staff to develop, implement and revise as needed the rules and disciplinary systems of the school and manage student behaviour in the classroom by establishing and enforcing those rules and procedures
- Apply appropriate disciplinary measures when necessary. Work with parents to address on-going disciplinary issues as appropriate
- Provide a pleasant learning experience for students by providing support and counsel with academic problems
- Provide a safe learning experience for students by ensuring that they have access to proper counsel and support during family crisis
- Organize and supervise extracurricular activities such as social and cultural activities, clubs and student organizations



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- Encourage greater parent and community engagement in education and participation in events that support education and students
- Maintain the confidentiality of the Education Authority members and protect the privacy and confidentiality of the internal operations and activities of the Education authority
- Ensure strict adherence to the Code of Conduct and Code of Ethics policies by self, staff, contractors and Community Council members

Qualifications & Expectations

- Valid Principal's Certificate of valid Interim Principal's certificate
- Valid Teacher's Certificate
- Minimum of 5 years successful teaching experience in the public school system
- Familiarity and competency with curriculum and programs for the respective grade level(s)
- Familiarity and competency in school facility management and communications
- Expert knowledge of practices of the respective grade levels
- Demonstrated practice of applying assessment to instruction
- Strong interpersonal relationship skills
- Collaborative inclusive decision-making skills
- Competence in managing human and fiscal resources
- Effective discipline strategies
- Ability to work positively and proactively with the change process
- Superior problem-solving and conflict resolution ability

To apply, please send your resume and cover letter to jennifer@elsipogtogschool.ca. Deadline to apply is **May 31st**. We thank all applicants who apply, however, only those selected to participate in the hiring process will be contacted.