

## Nbisiing Secondary School Vice-Principal

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### Permanent Full-Time Position

Nipissing First Nation requires a Vice-Principal to serve as a member of the Nbisiing Secondary School's administrative team to develop and implement the total school program, policies, curriculum activities, budgets and professional development. The Vice-Principal will provide critical leadership for students and staff by ensuring behavioural, academic and mental wellness procedures and supports are in place within the school and lead in restorative justice practices with the students as well as instructional leadership with the teachers.

### **QUALIFICATIONS:**

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- Must have a Bachelor of Arts/Science Degree, Bachelor of Education Degree, and Principal Qualifications.
- Must be registered with Ontario College of Teachers.
- Must have strong leadership skills with an ability to effectively supervise, inspire and direct a team of multi-disciplinary individuals.

### **REQUIRED SKILLS AND ABILITIES:**

- Self-motivated and ability to work independently.
- Excellent communication skills, including an appreciation of the need for tact, discretion and a positive, welcoming and informed approach with the public.

### **DUTIES:**

- Pre-Class Organization: assists to implement student orientation and registration activities.
- Planning the School Program: assists in the development and establishing of the school goals and objectives and the planning of the school's instructional program.
- Implementing the School Program: assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- Evaluation and Remediation of the School Program: assists in the evaluation of the school program and of staff and assists to initiate needed improvements.
- Keeping Professionally Competent: acts to upgrade own professional knowledge and skills.
- Coordinating Schedules: assists in the preparation and management of schedules and in the coordination and implementation of the co-curricular program.
- Handling Disciplinary Procedures: assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- Coordinating and Communicating the School's Formal Structure: creates required documentation for in-school procedures. Communicates and carries out established policies, delegates and communicates program goals, objectives and policies to the community.
- Coordinating School Services and Resources: assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
- Facilitating Organizational Efficiency: promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.

## **DUTIES Continued:**

- Works in partnership with the Principal to complete scheduling of staff and annual course selections for students.
- Curriculum Objectives: ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
- Establishes Formal Work Relationships: evaluates student progress in the instructional program by means that include maintaining up-to-date student data.
- Works cooperatively with parents in support of improving student learning, developing a positive school culture that will assist students in becoming responsible young citizens ready to contribute positively to society.
- Maintains positive relationships with students, staff, and parents.
- Community: encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.
- Collaborates with community agencies in support of student success.
- In the absence of the Principal, the Vice-Principal shall be in charge of the school and shall perform the duties of the Principal.

**A recent (within 3 months) Criminal Record Check and Vulnerable Persons Screening is required prior to employment.**

**Qualified individuals are invited to submit a cover letter, resume and three (3) current references no later than 4:30pm on Friday, October 29, 2021 to:**

Human Resources Department  
Nipissing First Nation  
36 Semo Road, Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however, only those who qualify for an interview will be contacted.**

*Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC*

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