

# JOB OPPORTUNITY

## Assistant Principal

### Sagkeeng Junior High School

#### POSITION OVERVIEW

The Sagkeeng Junior High School requires a Vice-Principal for Fall 2021 until the June 2022 academic year. Reporting to the Principal the successful applicant will be responsible for assisting the Principal in the overall administration and operation of the school in a manner consistent with Sagkeeng Education Authority policies, provincial and federal guidelines, and consistent with the values, beliefs, heritage, political structure, and protocols of the community.

#### DUTIES:

- Assists the principal in providing supervision and leadership for all school staff,
- Assists the Principal with evaluating staff performance and discusses results with them,
- Assumes role of Acting Principal as required,
- Provides supervision of the school's programs, services, students and staff,
- Provides instructional leadership and supports the learning of students,
- Is knowledgeable about curriculum, assessment and instructional strategies,
- Meets with the Principal, students, teachers, parents and others as required,
- Aids in the selection and placement of staff and assists in developing professional opportunities for staff,
- Assists with setting and overseeing the school budget and spending priorities,
- Reports accurate information to the Principal and others as required,
- Other duties within scope of the position as required.

#### QUALIFICATIONS:

- Degree in Education and certified or eligible for certification,
- Several years' experience working in an Educational setting preferably in a First Nations community or school,
- Several years' experience in a leadership role,
- Excellent staff management and interpersonal, communication and team building skills,
- Ability to creatively plan and build exemplary and progressive school programs,
- Effective interpersonal, supervision, organizational and oral and written communication skills,
- Experience using computers and other technology to facilitate learning,
- Excellent written and verbal communication skills,
- Attention to detail and the ability to write and present detailed reports,
- An ongoing commitment to keep informed of current practices and techniques relating to school programs, teaching, methods and administration,
- Highly motivated and committed to student learning and professional development,
- Clear criminal record and abuse registry checks,
- Valid driver's licence and a reliable automobile.



**APPLICATION DEADLINE**  
**May 21/21**

Interested applicants must submit:

- a cover letter / resume,
- Child Abuse Registry Check (or proof of application)
- Vulnerable Sectors Check
- Photocopy of driver's license

Attention to:  
SETS

Box 8, Fort Alexander, MB.

R0E 0P0

Resumes can be mailed to the above address or emailed to

[jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

**LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED