



KAHNAWAKE EDUCATION CENTER

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www.kecedu.ca

EMPLOYMENT OPPORTUNITY

POSITION: ASSOCIATE PRINCIPAL

LOCATION: KAHNAWÀ:KE SURVIVAL SCHOOL

SALARY RANGE: \$85,674.00 - \$114,229.00

DURATION: Indeterminate Full-Time Position
Beginning for the 2024-2025 School Year
(9-month probationary period)

Tentative Start Date: September 3, 2024

REQUIREMENTS:

- Bachelor's Degree in Education with a minimum of 5 years classroom teaching experience and/or counseling experience.
- Special Education Training and experience an asset.
- Administration experience an asset and/or willing to enroll in Educational Leadership training.
- Knowledge of the Kanien'kehá:ka culture, and socio-economic issues.
- Knowledge of school curriculum, procedures, standards, resources, and facilities.
- Knowledge of effective student management techniques, including crisis management, conflict resolution and peer mediation.
- Complete proficiency in English language.
- Proficiency in Kanien'kéha language and French language is an asset.

APPLICATION DEADLINE: Wednesday, August 21st, 2024 at 12:00 pm

All required documents must be submitted before the deadline for your application to be considered:

- Résumé
- Letter of Intent
- Name and contact info for three (3) recent professional references
- Provide proof of educational requirements (see attached job description for the qualifications)

The Kahnawà:ke Education Center wishes to thank all those who apply. However, **only** qualified candidates with complete applications will be contacted for an interview.

PLEASE SUBMIT YOUR APPLICATION AND ALL REQUIRED DOCUMENTS ONLINE AT WWW.KECEDU.CA OR BY CLICKING THE LINK BELOW:

APPLY NOW

Job posting and Job Descriptions are also available online at www.kecedu.ca and at the Kahnawà:ke Education Center reception desk. If you would like any additional information regarding this employment opportunity, please do not hesitate to contact the Kahnawà:ke Education Center, Human Resources Department at 450-632-8770.



General Information

Position Title: Associate Principal
Reports To: Principal
Secondary Reports To: Associate Director
Date: April 2018

About Kahnawà:ke Education Center

The Kahnawà:ke Education Center is an administrative body responsible to deliver locally controlled elementary and secondary school programs and services for Kateri School, Karonhianóhnhha Tsi lonterihwaienstahkhwa, and the Kahnawake Survival School. The KEC administers and supports post-secondary programs and their clients.

The KEC is governed by the Kahnawà:ke Combined Schools Committee (KCSC) who are responsible to maintain and uphold all legislation, policies and procedures of the KEC.

Position Summary

The main purpose of the Associate Principal role is to support the Principal in the leadership and management of the school consistent with its philosophy, mission, values, and goals while providing professional support to all staff members and students.

Key Responsibilities

Responsibility 1: Supervising the Education Programs and Activities (50%)

- To assist in developing, implementing and evaluating the school's mission, goals and program objectives.
- To supervise and evaluate the social, emotional, personal and physical development of students by implementing a student management program based on a Response to Intervention model.
- To assist in establishing the annual master schedule for instructional programs.
- To involve teachers, peers and parents in resolving student management situations with an emphasis on conflict resolution and peer mediation.
- To supervise, develop and implement with staff, parents and community organizations a balanced educational, cultural and recreational student activities programs to enhance quality of student life and excellence in student participation.
- To identify Professional Development needs related to students and staff needs.
- To create and maintain positive school morale and support.

Responsibility 2: Supervising the General Functioning of the Organization (25%)

- To keep the staff informed and seek ideas for the improvement in line with the school's values and vision.
- To participate in the general administration of the Kahnawà:ke school system and complete in a timely manner required reports and all other paperwork for appropriate personnel.
- To assist in managing school budgets and prioritizing fiscal needs based on those budgets.
- To assist in recruiting, supervising and evaluating all personnel who are associated with the Student Services Team.
- To assist in developing, implementing, and evaluating school policies and procedures to more effectively manage the school.
- To ensure school policies and procedures are implemented and adhered to for the effective operations of the school.



Responsibility 3: Supervising School Student Services (25%)

- To supervise, guide, mentor, support and evaluate the Student Services team of the school in conjunction with the Student Services and Family Engagement Coordinator.
- To develop short-term and long-term goals for the Student Services team and school in conjunction with the Student Services and Family Engagement Coordinator.
- To conduct performance appraisals of all direct reports in a timely manner.
- To work with the team to constantly improve services to students.

Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong interpersonal skills
- Strong leadership, organizational and problem-solving skills
- Excellent time management skills
- Focused decision making and critical thinking skills
- Strong motivational skills
- Teamwork
- Professionalism and high ethics standards

Technical Competencies:

Required technical competencies for this position include:

- Excellent oral and written communication skills
- Ability to assess operational, program, staffing, and fiscal needs
- Solid academic program development and planning abilities
- Knowledge of program budgeting procedures and financial management skills

Education, Knowledge & Experience

- Bachelor's Degree in Education with a minimum of 5 years classroom teaching experience and/or counseling experience.
- Special Education Training and experience an asset.
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