



CAREER OPPORTUNITY

Position: Principal, Rundle College Junior High Program
Start Date: August 20, 2018
School: Rundle College , R.C Conklin School
City: Calgary, Alberta
Closing Date: March 1, 2018

Rundle College is an independent, coeducational, day school that was founded in 1985 and provides an outstanding educational experience for approximately 1060 students in Kindergarten through Grade 12. In Rundle College Junior High, there are approximately 250 students and 25 staff. Small classes, dedicated teachers who are committed to making a difference in the lives of individual children, and reasonable tuition with no bonds or membership fees are attributes that uniquely define Rundle College. In addition to academic achievement, Rundle's programs emphasize character development, leadership training and good citizenship.

Rundle College is seeking to fill a full-time Junior High School (Grade 7-9) Principal position in the 2018-2019 school year. The role of the Principal is to provide inspired leadership for faculty, students and parents. The Principal's actions must align with the mission, vision, and values that permeate Rundle's culture. Reporting directly to the Assistant Headmaster, the Principal will focus on ensuring the overall quality of the Rundle College program is maintained and enhanced at Rundle College Junior High School.

Prospective candidates will have a Master's degree in Educational Leadership or equivalent and a minimum of 5 years of experience in educational leadership. Qualifications include the ability to collaborate as a member of the senior leadership team, to communicate effectively with all members of our community, and to inspire our students to realize the mission of Rundle College. Ideally, the candidate will also be a teacher certified by Alberta Education. Further position details are attached.

To apply for the position, a cover letter and resume are to be sent to Ms. Rhonda Chehowy (chehowy@rundle.ab.ca), Executive Assistant to the Headmaster.



JOB DESCRIPTION

Job Title	Principal, Rundle College Junior High (R.C. Conklin School)
Reports to	Assistant Headmaster

Job Purpose

The Principal works with the Headmaster, Assistant Headmaster and Board of Directors in performing the duties of a Principal as defined under the School Act. The Principal accepts the ultimate responsibility for all actions permitted within the school.

Duties and Responsibilities

- Provide instructional leadership in the school.
- Ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs in the School Act.
- Evaluate the programs offered in the school.
- Ensure that students in the school have the opportunity to meet the standards of education set by the Minister.
- Direct the management of the school.
- Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board.
- Promote co-operation between the school and the community that it serves.
- Supervise the evaluation and advancement of students.
- Evaluate the teachers employed in the school.
- Duties that are assigned to the Principal by the Board, Headmaster, and Assistant Headmaster.

Qualifications

- Master's Degree in education or related field.
- Alberta teaching certification.
- Minimum of five years' experience as a teacher and/or administrator.

Direct Reports

- Teachers and supporting staff working in their programs. Cross-division staff at the Conklin School/Rundle College Jr. Sr. High are assigned to one of the two Principals.