

Westmount Charter School
Assistant Principal – Mid High Campus (5-12)
Full-time, 1.0 FTE probationary position (INTERNAL/EXTERNAL)

Job Goal:

Under the general supervision of the Principal, responsible to assist in leading the school in a broad-based leadership model in its efforts to provide innovative, engaging and promising practices to the school's gifted population.

Qualifications:

- Qualified and experienced leadership background with a graduate degree, or working towards a graduate degree, in a relevant educational field (MA, M.Ed.).
- Education and experience working with gifted students is preferred.
- Experience working with PowerSchool and other related educational software is preferred.
- Proficiency working with various computers (PC, Macs) and other technology devices and current educational applications and software is preferred.
- A strong understanding with background experience supporting single and multiple coded students and the corresponding planning required (IPP documentation) is preferred.

Other existing qualifications:

- A valid Alberta Teaching Certificate.
- A valid Police Record Check in place.
- First Aid certification.
- A minimum of five (5) years of teaching experience.

Knowledge, Skills and Abilities

- Demonstrated ability to establish trust and develop strong relationships with students, staff and parents.
- Knowledge of Alberta Charter schools and of Westmount Charter School and its gifted education mandate is preferred.
- Knowledge of the field of gifted education and of the school and its current work with a gifted student population is preferred.
- Strong leadership skills and the desire to encourage the leadership of other members of the staff in various capacities.
- Familiarity with various gifted strategies such as regrouping, subject integration, differentiation and acceleration is preferred.
- Exceptional interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Professional work ethic, must conduct duties with the highest integrity.

Tasks:

- Work with the middle and high school student, staff and parent populations, grades 5-12.
- Assist with the supervision and evaluation of some of the school staff as it pertains to the related grade levels and areas of expertise of the candidate.
- Liaise with the Student Services team to collaborate strategies best suited to the needs of the gifted students in the school.
- Assist in overseeing and developing a strong leadership team to support the curriculum work with the school.
- Assist in developing and supporting an integrated technology plan.
- Assist with ongoing professional development in conjunction with the school's focus groups and mentorship connections (internal and external partnerships).
- Specific tasks of the position will be finalized within the administration team.
- Other duties as assigned by the Principal.