

Grand River Christian School

160 Grand River Boulevard, Kitchener, Ontario
Principal Job Description



Introduction

“Train up a child in the way he should go, And when he is old he will not depart from it” - Proverbs 22:6

Grand River Christian School (GRCS) is a new K-8 private school based in Kitchener, Ontario. The school is in the process of being validated by the Ontario Ministry of Education as we prepare to launch our first year of operations for the 2022 to 2023 school year. We are excited to announce that we are seeking a Principal.

The Principal provides a unique leadership service to the GRCS board, teaching staff and community and is required to embody the vision, mission and values of the school while being a good steward of its resources.

As 2022-2023 is the first year of operations of GRCS, the Principal will serve an instrumental role in building the long-term foundation for the school and has the opportunity to shape and develop the school operating model and all respective work streams. In sum the Principal serves to lead the operations of the school as well as protect and promote its reputation in the supporting community and beyond.

The job description below offers a general overview of the persons, tasks, and resources for which the Principal is responsible.

The Principal answers directly to the Grand River Christian School board. The administration and teaching staff are under the direction of the Principal. The Principal will work in collaboration with the board, the supporting committees, and their administrative team to ensure the school operates optimally.

School Vision

GRCS exists to engage students in a Christian learning journey focused on nurturing character reflective of God-exalting worship, biblical values, service and high academic standards.

School Mission

Working in partnership with the home and the local church, GRCS is devoted to developing Christlike, well rounded individuals in a rich and engaging Christian environment for their pursuit of academic excellence, personal growth, spiritual and social responsibilities.

School Values

At GRCS we place high value on:

- 1. Faith:** our faith in God is our foundation and the Bible as God's Word guides everything we do.
- 2. Education:** our school is focused on fostering learning with academic excellence to equip our students for a life of faith and service.
- 3. Living:** our school environment and individual behavior is tailored by a Biblical Standard of Conduct.
- 4. Teaching:** our school is led by professional teachers and staff, all devoted to a personal relationship with Christ.

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Important Details

Position Type: Full Time, Permanent
Job Location: Kitchener, Ontario, Canada
Schedule: Monday to Friday
Education Delivery Model: In Person
Start Date: Flexible, ideally in April 2022



Key Responsibilities and Duties

The duties of the principal are focused on, but not limited to four main areas of the GRCS operations: Spiritual, Academic, Administrative and Community.

Spiritual Responsibilities

The Principal leads the school on a day-to-day basis and must lead first, and foremost, spiritually. This includes but is not limited to the following duties:

- Be an active member of a local Evangelical Christian Church demonstrating a vibrant relationship with Jesus Christ with a deep passion to live out the Bible;
- Work with the GRCS Chair and Senior Pastor of the Kitchener Romanian Pentecostal Church of God to shepherd all members of the GRPS student body and teaching staff and provide servant-leadership spiritually and academically;
- Develop a sound program for the spiritual and academic growth of the faculty through in-service, conferences and orientation workshops;
- Subscribing to and promoting the school's Statement of Faith;
- Encouraging and cultivating a vision for Christian education for the entire school community;
- Promoting the devotional activities of staff and students; and
- Challenging and assisting the staff in the integration of faith and learning.

Academic Responsibilities

Under the mandate to offer excellent education quality with a Christian worldview, the Principal plays a key role in developing and leading the academic side of GRCS. This includes but is not limited to the following tasks:

- Oversee the evaluation and development of all curriculum and books in consultation with and the support of the GRCS Board of Directors; This also includes the co-curricular activities;
- Set and achieve sound educational and academic goals;
- Ensure that the school is well equipped and well supplied with teaching materials, supplies and resources as finances allow;
- Utilize the resources and participate appropriately with organizations such as ACSI to keep abreast of current, major trends in education in general and Christ-centered education in particular;
- File all required paperwork with the Ontario government such as periodic updates to ONSis, etc.
- Oversee all achievement and standardized testing with the GRCS Board of Directors;
- Ensure student records and transcripts are adequate, accurate and administered legally with the assistance of the office staff; and
- At least for the first year of operations, the Principal will form a key part of the teaching staff and teach a subset or component of a subject.

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Administrative Responsibilities

The Principal is responsible for the efficient management of the affairs of the school which includes but is not limited to the following duties:

- Implementing Board policies to achieve the school's stated mission and vision;
- The Principal must also develop an effective working relationship with the Board of Directors by:
 - Joining the Board in the implementation of the school's mission, vision and values;
 - Implementing Board decisions within the context of administrative responsibilities;
 - Reporting to, advising and consulting the Board and appropriate Committees on educational matters and shaping policies to improve the operation of the school as necessary;
 - Providing the Board and its Committees with requested information;
 - Providing input to the Board Finance Committee for the development of the annual operating budget Recommending and monitoring the spending of the annual education portion of the budget and ensuring the timely purchase of educational materials and supplies;
- The Principal is responsible to lead all school staff and plays a critical role in the management of human resources:
 - Along with the Board of Directors, participate in the hiring of teachers for GRCS;
 - Actively manage the human resources required for the efficient operation of the school, including the development and management of substitute teaching resources;
 - Along with the GRCS Board, develop and lead the teacher performance evaluations model and lead such evaluations on a periodic basis;
 - Promote and encourage the professional and academic growth of staff through staff meetings, in-service training and personal contact;
 - Take an active role in the selection, planning, and implementation of professional development activities for the staff;
 - Keeping the Board abreast of employees not meeting their contractual agreement;
- Following the legal requirements for Ontario private schools and staying abreast of legal requirements and trends;
- Notifying the Board of Directors and appropriate personnel and agencies immediately when there is evidence of any concerning situations, as required by Ontario law and/or GRCS operating policies;
- Overseeing the creation and maintenance of student records according to state regulations;
- Ensuring that the school office operates in an efficient and professional manner;
- Overseeing the development of the annual calendar, various schedules and handbooks;
- Overseeing an effective inventory system for all school supplies, materials and equipment;
- Oversee the re-enrolment and enrolment drive annually and make the final admission decisions;
- Regulate and enforce discipline, ensuring the maintenance of up to date and accurate records of student behavioral incidents and communication with parents;
- Address parents' concerns and set up meetings with faculty as required;
- Enforcing the dress code and lifestyles policies so as to assure a school environment compliant with the vision, mission and values of GRCS;
- Evaluating and managing effective and clear procedures for daily operations consistent with the vision, mission and values of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, health and emergency procedures compliant with all GRCS Board of Directors policies, laws and civil regulations;
- Reporting any building deficiencies or problems to the Board of Directors; and
- Establishing schedules and procedures for the supervision of students in non-classroom areas (including before and after school).

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Community Responsibilities

In order to maintain positive public relations with parents, the school and the wider community, the Principal is responsible to be a principal point of contact between the school and relevant stakeholders which includes but is not limited to the following:

- Lead all communications between GRCS and the community stakeholders;
- Organize and lead events to foster closer relationships between the school and the community which would include but is not limited to Parent/Teacher meetings, Fundraising events and other community building events;
- Build and develop positive interpersonal relationships with parents, alumni and supporters;
- Maintain visibility with students, teachers, parents and the Board at various school functions;
- Encourage parental and community involvement in the school;
- Build on the ACSI relationship and develop relationships with other Christian schools and organizations; and
- Assist in promoting a vision for the school and Christian education to the wider community.



Qualifications

- Strong management experience, preferably in a school setting (not required);
- Previous teaching experience, preferably within Ontario;
- A Teachers' College Diploma, University Degree, College Diploma, or equivalent;
- Good command of the English language;
- Good command of the Romanian language is an asset, but not required;
- Excellent interpersonal, communication, organizational, and supervisory skills;
- Able to work evening and weekend hours; and
- The applicant must hold Canadian citizenship or permanent residency in Canada



Compensation

We offer a competitive total rewards compensation package. Details about the compensation package will be discussed during later stages of the recruitment process.



Next Steps

Please email your resume and cover letter to the GRCS Board of Directors Chair, Oni Prisecaru at oniprisecaru@krpc.ca.

We thank all applicants for their interest in this position; only those selected for interview will be contacted. Due to the nature of the opportunity, successful candidates will need to complete appropriate legal background checks. GRCS is an equal opportunity employer and is committed to supporting an inclusive and accessible environment. Accommodations are available, upon request, during all phases of the recruitment process. Please contact us to discuss how we may assist you.