



## **Elementary Vice Principal Job Posting**

Trinity Montessori School has been providing quality education in the Markham area for 20 years. We have over 20 passionate teachers and staff and our Casa and Toddler programs are CCMA accredited. The passion and commitment of our team of educators is exceptional, with many members having dedicated more than a decade to Trinity Montessori School and our mission.

With almost 120 students at our school, we provide a quality Montessori education from 18 months of age to 6 years old and an Enriched Curriculum based on Montessori from ages 6 to 12 years.

We are looking for an Elementary Vice Principal who shares our vision of providing quality education through a holistic approach and has the talent and perseverance to lead and deliver the comprehensive education program we offer to the community. Reporting to the Principal, the ideal candidate will be responsible for all aspects of the operations of the Elementary Department. This includes growing enrolment, attracting and retaining great staff, sustaining a strong parents community, and ensuring an exceptional education experience for each child.

The ideal candidate will be available to start full time from August or earlier.

Responsibilities include but not limited to:

- Lead and manage elementary programs, be committed to the continuous improvement of student learning and well-being in a safe learning environment.
- While using some of the Montessori materials, equip students with competencies and character needed to be successful in the innovative, constantly changing world
- Ensure the program maintains a high quality learning experience for each of our elementary students
- Create and foster a positive, constructive and engaging work environment for all staff, mentor and support staff and professional development
- Maintain a strong group of faculty through development and performance management
- Problem-solve student, parent and staff issues collaboratively and effectively
- Coordinate all Elementary events such as but not limited to parent educational workshops, open houses, graduation, field trips including overnight trips, various competitions submission, quality and deadlines, and testings including provincial tests preparation, enrolment and administration
- Solid administrative and organizational skills, strong attention to detail and accuracy



#### Essential qualifications:

- A minimum two years of experience as a school leader, school director, principal, or vice principal with an additional minimum of 5 years successful classroom experience.
- Experience in leading and evolving a high performing organization
- Exceptional written and verbal communication skills
- Excellent interpersonal skills and experience working with diverse stakeholders
- A leader skilled in the constructive use of social media and the use of technology overall to improve teaching and learning
- Must be currently eligible to work in Canada.
- Dedicated and hard working, excellent time management skills and able to multi-task

#### Preferred qualifications:

- Possess an AMI or Macte accredited Elementary Montessori Diploma
- Familiar with the Ontario elementary school curriculum and the Ministry of Education requirement and regulations.