



Quinte Region Christian Schools CAMPUS PRINCIPAL JOB DESCRIPTION

Belleville Christian School and Trenton Christian School, both part of Quinte Region Christian Schools (QRCS), are looking for respected, active school leaders with a strong understanding of the goals of Christian education. The Campus Principal possesses abilities that will help create a healthy Christ-centred atmosphere in the school, direct and encourage staff, and foster healthy relationships with students and parents.

The Campus Principal provides a unique leadership service to the school community. Reporting to and advising the Executive Director, the Campus Principal is delegated authority and oversight of the day-to-day operations of the local campus and is trusted with its reputation and promotion in the supporting community. Additionally, the Campus Principal promotes the unique identity and growth of the school in harmony with overall strategic priorities of QRCS.

The Campus Principal provides leadership to the local campus with particular focus on program enhancement, staff development, school culture, and student care - in line with our common policies, procedures, constitution and bylaws - as part of the overall mission of enhancing Christian education for the entire organization.

As the head of the local campus, the Campus Principal will provide leadership in the following areas:

Spiritual

- unapologetically infuse a biblical worldview into the general task of the education of students
- passionately engage the students, their teachers, and support staff in a singular Christian vision for learning
- effectively use communication modes such as worshipping, speaking, writing, visual representations, and conflict resolution to foster discipleship

Staff Employment

- courageously lead all staff members to ensure a professional, harmonious, and productive workplace
- consistently apply regulations and best practices pertaining to contracts, schedules, and employment relations
- strategically coach, evaluate, and develop staff, monitor and adapt workloads and assignments, and equip staff with appropriate training, resources, and collaborative opportunities with other QRCS staff

Learning

- creatively lead the faculty in further interpreting, developing, and delivering the learning model for the students
- collaboratively assess local program effectiveness and complement the goals and expectations of the QRCS group as a whole by sharing planning and PD opportunities, resources, and staffing
- diligently oversee the full program of instruction, including proper assessment and reporting of academic progress

Student Well-Being

- carefully assess prospective and new students to determine the capability of the school (along with community partners) to meet all enrolled students' needs
- intentionally disciple students so that they can be contributors to a distinctively Christian learning community
- appropriately ensure that parents are apprised of their child's holistic development at school

Facility

- wisely oversee and manage all inventory as a steward of the Board
- regularly inspect health and safety and emergency procedures, protocols, and paperwork to ensure compliance with legislative and training requirements
- faithfully monitor that the facility and grounds are properly maintained, safe, clean, and in good working order



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Administrative

- efficiently manage all administrative tasks and affairs of the school and ensure the implementation of best practices in office management
- proactively maintain current understanding of applicable legislation and meet obligations for record keeping and reporting
- collaboratively update staff, parent, and student handbooks

Financial

- carefully monitor financial and material resources entrusted to the local campus as the senior executive of that campus
- ethically apply financial principles and be able to provide insightful stewardship of the funds entrusted to the operation of school programs
- regularly provide proactive, strategic recommendations for upcoming campus expenditures

Community

- clearly represent the practical accomplishments of the QRCS mission and vision at the local campus to the broader QRCS community and to the Quinte area as the “de facto” spokesperson for the campus
- actively encourage, promote, and participate in community building, fundraising, and promotional events
- creatively maintain all school communications, other than Board or Executive Director communications, to parents, staff, students, and the supporting community

To respond to this exciting opportunity, after reviewing the opportunity profile and QRCS constitution, please forward your *CV/resume*, *personal statement of faith*, and *philosophy of Christian education*, together with a *cover letter* detailing your passion for Christian ministry employment and at least 3 *professional references* to jdbutcher@qrcs.ca (attn: Jordan Butcher).

The closing date will be December 20th or until a suitable candidate has been found. Applications will be reviewed as they are submitted. Only those applicants considered for interviews will be contacted.