

## Principal

### Job Description:

The Campus Principal is the pro-active leader who maintains administration and education standards to ensure success of a campus, reporting to the Coaching Manager. This position has full accountability for all aspects of ongoing business operations at a campus, including Spirit of Math, Spirit of English and Spirit of Technology campus operations (online and in-person).

### Personal Qualities:

An energetic, positive, pro-active person who likes to engage and mentor people. This confident person is highly competitive and enjoys mental challenges involving solving problems. They are a self-starter driven to make the best ideas a reality and appreciate a venturesome work environment. The ideal candidate can work well independently and with others. The individual should also excel at connecting with children by providing a balance of kindness and firmness while understanding the importance of providing children with a structured environment that will facilitate their learning. This individual should have Spirit of Math Core value:

- We succeed together
- We will cross the line
- We bike the extra mile
- We leave our ego at the door

### Skills and Experience:

- Leadership experience and a background in an education setting.
- Proven management experience or relevant role for 2 or more years, preferably in the educational sector
- Outstanding communication and interpersonal skills
- Ability to multi-task and prioritize projects and tasks
- Strong organizational and time management skills
- Thorough understanding of diverse business processes and strategy development
- Solid verbal and written skills
- Mentoring and relationship building
- Strong analytical and problem solving skills
- Excellent knowledge on MS Office

### Work Values:

- Mentoring People & Building Relationships
- Influence Through Language & Ideas
- World Class Standards
- Professional Development
- Independence and Initiative
- Challenging, Diverse, and Evolving Environment
- Accuracy

- Making an Impact in the World
- Developing Strong Teams and Communities
- Competitive Environment
- Leading by Example

#### **Education:**

- A degree from a recognized college or university is required. A Bachelor of Education is an asset.

#### **Responsibilities and Authorities:**

The Campus Principal will report to the Coaching Manager of Spirit of Math and:

- Overseeing day-to-day operations
- Conducting regular performance reviews and ensuring staff compliance with KPIs and company standards
- Reviewing and ensuring suitability of teaching curriculum and material
- Monitoring and supporting student progress and achievements
- Serving as a substitute teacher when necessary
- Conducting student interviews to determine program suitability
- Completing all administrative work related to payroll
- Overseeing marketing campaigns and facilitating campus growth
- Supporting staff talent development through mentorship and succession planning
- Ensuring alignment of curriculum and staff methodology with company pedagogy
- Managing budgets to achieve KPIs and financial objectives
- Recruiting and hiring qualified staff
- Training and supervising teaching staff
- Provide the Finance department with monthly reports
- Providing HR with required documents
- Assisting teachers when dealing with student/parent concerns
- Supporting the Campus Administrator and/or Vice Principal
- Maintaining SoM business and educational standards

The Campus Principal has the following authorities:

- Manage and oversee the day-to-day operations
- Hiring, assigning tasks, evaluating, mentoring and deselecting Vice Principals, teachers, substitute teachers, administrative assistants and assistant teachers
- Select and terminate Vice Principals, teachers, substitute teachers, administrative assistant and Assistant teachers
- Interviewing, accepting and registering suitable students
- Ensure any training that is needed for campus staff has been organized and followed through
- Setting yearly campus class schedules
- Oversee housekeeping and maintenance services
- To address and resolve client inquiries and complaints
- To train and supervise teaching staff, ensuring alignment with company's educational standards and objectives

- Open new classes as campus need

The Campus Principal has the following responsibilities:

- Comply and maintain SoM brand and teaching standards
- Comply to SoM policies and procedures
- Plan and conduct summer camps,
- Plan and conduct yearly campus events
- Address any issues identified by parents and teachers in a professional and timely manner
- Network with the community surrounding the campus
- Maintain and provide all necessary campus and classroom resources and inventory for staff
- Monitor the health and safety of personnel at campus
- Maintain campus facilities to the brand standard compliance
- Conduct Assistant Teacher training and assisting Teacher Training

### **Decision-Making Ability:**

The campus Principal should have the capacity to achieve objectives that would take up to 2 years to execute.

### **Other:**

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- Other duties as required for the business.

### **Company Core Values:**

This person demonstrates the core values:

- We succeed together.
- We promote collaboration & cooperation (community)
- We're not going to succeed in this world alone, how we work together is key.
- We leave our ego at the door.
- We all have something to learn and have the courage to say "I don't know" or "I made a mistake": to accept feedback and care enough about others to provide candid feedback to them.
- We ask questions.
- We will cross the line.
- We have the courage and integrity to do what's right for the right reason even when it is tough.
- It's about doing the right thing, even when it's not easy or obvious.
- We bike the extra mile.
- We care, take ownership, take initiative and go beyond the basics to deliver on our mission.
- It's about initiative and being willing to push for a solution when there isn't an easy answer, i.e., didn't have a car so used a bike

### **Reporting Manager:**

Coaching Managers of Campus Operations, or other, as required for business needs

**Pay Type:**

Salary

**Job Family:**

Campus Operations Department

**Job Type/FTE: (Fixed term/ permanent)**

Permanent, 1.0 Full Time

**Training Required:**

FTM1, FTM2, Train the Trainer Program, Business Training

**Travel Requirement:**

Required to travel to different campuses up to 5 times a week.

**Hours of Work:**

Noon to 8:00PM up to 5 days a week.