

Vice Principal

Job Description:

The Vice Principal is the pro-active leader who maintains administrative and education standards of a campus during their leadership time, reporting to the Campus Principal. This position will support the Campus Principal 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:

1. We succeed together
2. We will cross the line
3. We bike the extra mile
4. We leave our ego at the door

Decision-Making Ability:

The Vice Principal should have the capacity to achieve objectives that would take up to 1 year to execute.

Work Values:

This individual should value:

1. Mentoring people & building relationships
2. Influence through language & ideas
3. World class standards
4. Professional development
5. Working with other leaders and taking initiative
6. Challenging, diverse, and evolving environment
7. Accuracy
8. Making an impact in the world
9. Developing strong teams and communities
10. Competitive environment
11. Leading by example

Skilled Knowledge & Experience:

This individual should have:

1. Leadership experience and a background in an education setting.
2. Proven management experience or relevant role for 1 or more years, preferably in the educational sector
3. Outstanding communication and interpersonal skills
4. Ability to multi-task and prioritize projects and tasks
5. Strong organizational and time management skills
6. Solid verbal and written skills
7. Mentoring and relationship building
8. Strong analytical and problem-solving skills
9. Excellent knowledge and practical expertise in MS Office

Education:

A degree from a recognized college or university is required. A Bachelor of Education is an asset, but not necessary.

Accountabilities:

The Vice Principal will report to the Principal of Spirit of Math campus and:

1. Assisting in overseeing the daily operations of the campus
2. Conducting regular performance reviews in collaboration with the principal and ensuring staff compliance with KPIs and company standards
3. Supporting the monitoring of student progress and achievements
4. Serving as a substitute teacher when necessary
5. Conducting student interviews to determine their suitability for the program
6. Assisting in completing administrative work
7. Supporting the oversight of marketing campaigns and campus growth
8. Ensuring alignment of curriculum and staff methodology with the company's educational pedagogy
9. Supporting the recruitment and hiring of qualified staff
10. Assist in training and supervising teaching staff to maintain high standards of education
11. Providing HR with required documents as needed
12. Providing support and HR reviews for personnel working at the time the Vice Principal is working
13. Assisting teachers when dealing with student/parent concerns
14. Maintaining SoM business and educational standards

Authorities

The Vice Principal has the following authorities:

1. Assisting the principal in managing and overseeing the day-to-day operations of the campus
2. Assisting in hiring, assigning tasks, evaluating, mentoring, and helping with decisions regarding teachers, substitute teachers, administrative assistants, and assistant teachers.

3. Supporting the Principal in the selection and termination process for teachers, Interviewing, accepting and registering suitable students for the campus, including assisting the principal of the campus during the time the Vice Principal is working
4. Assisting the Principal in ensuring that training needed for their campus staff has been organized and followed through
5. Assisting in setting yearly campus class schedules
6. Helping to oversee housekeeping and maintenance services
7. Addressing and resolving client inquiries and complains in collaborating with the principal
8. Assisting in training and supervising teaching staff to ensure alignment with the company's educational standards and objectives

Responsibilities:

The Vice Principal has the following responsibilities:

1. Comply and maintain SoM brand and teaching standards
2. Comply to SoM policies and procedures
3. Plan and Facilitate summer camps,
4. Work with the Principal to help conduct any campus events
5. Create an encouraging and engaging learning environment
6. Interact, communicate and create a strong community with teachers, parents, and students on a continual basis including welcoming students.
7. Address any issues identified by parents and teachers in a professional and timely manner
8. Answer emails and phone calls.
9. Help to arrange make-up and transfers of students
10. Work with the Principal to help maintain and provide necessary campus and classroom resources and inventory for staff
11. Maintain the campus facility while at the campus, fix problems as they happen and report any big problems immediately to the Campus Principal.
12. Attend all annual Training Conferences, Regional Workshops and any mandatory SoM events happening on the day the Vice Principal is working.
13. Partake in Grade Specific Training/Meetings and Professional Developments sessions to increase knowledge in the SoM curriculum that are scheduled on the day that they are working.
14. Attend the annual SoM conference
15. Monitor the health and safety of personnel at campus
16. Conduct assistant teacher training and assist teacher training as needed
17. Opening and closing campus
18. Campus safety and security during the time the Vice Principal is working.
19. Have weekly meetings with the principal to maintain strong communication and to ensure a strong working relationship.

Academic Responsibilities

1. Conduct professional developments for teachers and assistant teachers in collaboration with the Principal
2. Conduct daily huddles with the teachers after the campus sessions are over

3. Conduct parent sessions and support teachers who conduct a parent session
4. Mentor teachers, supply teachers and assistant teachers
5. Delivering lessons to students at least one day a week and substitute teach if necessary.
6. Monitor and report student performance
7. Ensure personal professional development is continued year after year
8. Continual class assessments as determined by the Principal
9. Ensure Brightspace is kept up weekly and all necessary information is populated
10. Ensure all parents and students know about Brightspace, and are logging in
11. Support Homework Help sessions on the day the Vice Principal is working

Administrative Responsibilities

1. Submit expense reports as needed for expenses paid out for the time the campuses happen with the Principal
2. Order supplies as needed.
3. Report any damage to the Principal and help to fix any damage that occurred during the Principal leadership time
4. Ensure all student files (registration and payment information) are kept up to date and in a secure location and coordinate with the Principal
5. Register new students per SoM procedures
6. Ensure that there is proficiency in the various technology platforms of the company.
7. Assist with marketing events as needed and all marketing campaigns.
8. Follow-up with leads and opportunities and keep all records up to date
9. Printing for summer camp materials

Reporting Manager:

Principal of Campus Operations, or 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:

May be 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.