



# Chalo Independent School Society

Strong. Healthy. Proud. Self-reliant.

## JOB POSTING

<b>Position Title:</b> Principal	<b>Posting #:</b> 2021-05-11
<b>Department:</b> Education	<b>Pay Category:</b> Professional Scale
<b>Commencement:</b> August 19, 2021, or sooner.	<b>FTE:</b> 1.0
<b>Supervisor:</b> Director of Education	<b>Rate:</b> Competitive
<b>Term:</b> To be negotiated.	<b>First Posted:</b> 12-05-2021
<b>Effective Date:</b> To be determined.	<b>Closes:</b> June 11, 2021

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### REQUESTS FOR APPLICATIONS

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Chalo Independent School Society invites applications for Principal of Chalo School, K4 to grade 12.

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### OUR REMUNERATION

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Recruitment bonus: \$2700  
Competitive annual salary  
Group healthcare benefits  
Employer paid RRSPs contribution; 10.13% of gross earnings paid bi-weekly  
Professional Development funds; \$2800.00 annually  
Relocation Reimbursement; \$700.00 annually, for up to 3 years  
Special Leave: 15 medical days (5 days may be used as additional discretionary days with approval), 2 discretionary days, and 3 professional development days (pro-rated in year one)

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### OUR SCHOOL

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Chalo Independent School Society is an independent school and follows the prescribed curriculum of the BC Ministry of Education. Our operations are overseen by an elected Community Board. We invest in our professionals and our facility to provide optimal education and resources to our cherished students. Our teaching professionals participate in Professional Learning Communities within our network of First Nations schools across British Columbia.

Our beautiful and well-appointed school offers 'quality of place' through exceptionally well-maintained physical infrastructure, small class sizes (18 pupils max.), and a team of sixteen teaching professionals and ten education assistants that support one another in the learning environment. If you love community, you will love our Morning Circle for our grades K – 7 students, a 15 minute daily routine of coming together as a school community each morning to embrace one another and our collective learning environment.

Situated 9 kilometers from the town of Fort Nelson, on the Fort Nelson First Nation Reserve, Chalo Independent School Society serves approximately 115 students from preschool to grade twelve. We serve the educational needs of both First Nations and non-First Nations students. Our team strives to ensure high levels of learning for every student and this effort is aided in our on-site and off-site collaboration as a Professional Learning Community (PLC). Dedicated leadership, coupled with Fort Nelson First Nation's vision for a Strong, Healthy, Proud, and Self-Reliant community, guides our school.

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### ABOUT THE POSITION

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Reporting to and collaborating with the Education Director, the Principal is responsible for management and ensuring the overall smooth operation of the school. This position requires a full range of management skills and knowledge related to: instructional leadership, assisting with instructional materials selections, attending Board meetings as required, staff selection, booking temporary staff, developing schedules, grant applications, document preparation, document control including personnel files, research assistance, calendar management, and leading staff and committee meetings. A key element of success for this position is the development and maintenance of a positive school climate, and an awareness and understanding of all relevant administrative issues. This position works closely with staff and students; encouraging and advising staff in their professional growth, facilitating staff meetings, and directing assemblies and other special gatherings of students for events throughout the year, and providing counsel and guidance to students regarding academic, personal and behavioral matters, along with encouraging attendance and positive school performance. This position also communicates with the public and external agencies. The Principal is responsible for assisting with budgets and budget reporting, applying for funding, and time sensitive work deadlines.

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### ABOUT YOU

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You exemplify professional ethics in your practice and your portfolio of work demonstrates instructional leadership. You keep current with educational development and practices through your ongoing participation in conferences, in-services, educational programs, and through professional reading materials. As well as being diplomatic, you are also an energetic and enthusiastic professional and you possess managerial, leadership, communication, and organizational skills. You enjoy coaching and mentoring professionals, and mediating matters to resolutions. Possession of mature and compelling interpersonal skills help you build relationships and establish trust, and you



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are committed to building productive work relationships with staff, students, parents, and the community. You recognize the value of Professional Learning Communities (PLC), and you demonstrate a commitment in collaborative decision-making. Embracing distinct societies and the richness of their cultural and traditional assets helps you support teachers to incorporate traditional language and culture into their classrooms, and the school at large. You inspire others to reach their full potential through your believe in fostering an environment of instructional excellence based on experience and best practices. You have exceptional written and verbal communication skills with a proven track record as a team player who is comfortable with deadlines, multi-tasking/task-switching and prioritizing a busy daily workload. Your core competencies include (in alphabetical order):

<b>INTERPERSONAL</b>	<b>LEADERSHIP</b>	<b>ADMINISTRATION</b>	<b>PERSONAL ATTRIBUTES</b>
Building Relationships	Collaboration	Confidentiality	Confidence
Building Trust	Developing Others	Decision Making	Optimism
Communication	Problem Solving	Ethics	Perseverance
Dedication	Resolution of Conflicts	Organized	Professional
Initiative	Instructional Leadership	Time Management	Leadership

### **MINIMUM QUALIFICATIONS**

- BCTRB Membership (or eligible)
- Five or more years' experience teaching at the primary/intermediate levels
- Successful Criminal Record Check (current)
- Compliance with immunization screening program for educators
- Knowledge of BC Curriculum

### **PREFERRED QUALIFICATIONS AND ASSETS**

- A Master's degree in any of the following: Education, Education Administration; or currently enrolled in a recognized Master's program
- Experience with grant/funding proposal writing
- Experience with regulations and building and maintaining relationships with external agencies (FNESC, FNSA, Ministry of Education, ISC)
- Experience working in First Nations Schools and/or Independent Schools, and/or with indigenous students
- Experience working with Read Well, Reading Mastery and DIBELS
- Demonstrated commitment to making a positive difference in a school

### **HOW TO APPLY**

Interested applicants should forward a cover letter, resume, and three professional references, including at least two from recent school supervisors, to:

Ray Irwin, Education Director, Chalo Independent School Society at [ray.irwin@chaloschool.bc.ca](mailto:ray.irwin@chaloschool.bc.ca).

***We thank all individuals for applying, however, only those applicants whose applications clearly demonstrate meeting the minimum qualifications will be considered. Only those applicants selected for an interview will receive a response.***

*\*Preference may be given to qualified First Nation's applicants. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.*