



## Full Time High School Principal Sept. 2024-25

### School Profile

Moncton Christian Academy is an independent college preparatory school in Moncton, New Brunswick for students in Kindergarten to Grade 12. We are approved by the New Brunswick Department of Education.

### Our Mission

Moncton Christian Academy educates, empowers, and equips students in a Christian learning environment so that they will be exceptionally prepared to make a difference in the world.

### Position Description

Moncton Christian Academy is seeking a highly-qualified educator who has a passion for education that will be demonstrated through collaboration with teachers, parents and students while they provide leadership in our High School Department. The ideal candidate will be looking for a challenge to help students in an environment where we maximize available resources, and they demonstrate a passion to see the students succeed. This position would begin at the start of the 2024-2025 school year.

### The ideal candidates will possess the following:

- A personal commitment to faith in Jesus Christ;
- A willingness to embrace and support the vision and mission of Moncton Christian Academy including but not limited to, agreement with the school's statement of faith;
- The ability to direct the High School teaching team and lead them in teaching curriculum outcomes with appropriate planning and preparation.
- The ability to provide a positive learning environment that encourages all students to work at their highest achievable level.
- The skill to maintain effective and efficient record keeping procedures, and update learning objectives / targets for each course as necessary.
- The skill to communicate effectively, both oral and written, with students, parents, and other professionals on a regular basis and problem solve as needed.
- The skill to function as a member of the Grades 7-12 team including the willingness to embrace team teaching and critical team analysis and collaborate regularly with peers in the Grades 7-12 to enhance the instructional environment.

## Required Qualifications:

- Possess a Bachelor's degree in Education or a closely related area of study.
- Have a current New Brunswick teaching certificate (or possibly eligible to receive one)
- Have previous teaching or Principal work experience at the High School level (preference given to those with a minimum of 3 years).
- Have completed their Principal certification (or possibly eligible to receive one)

## Responsibilities:

- Work in partnership with the High School team and the school Administrator in the effective day to day management of the High School.
- Partner with the whole High School staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
- Collaborate with the school Administrator to provide CPD (continuous professional development) for the High School staff ensuring their needs are identified and met through quality training opportunities within available resources.
- Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of children within the High School through promoting models of excellent classroom practice, coaching, mentoring and supported self-evaluation for teaching and learning staff.
- Assist the school Administrator in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement. This will include agreeing and articulating high expectations and targets for the whole High School community.
- Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations and planning next steps and future actions.
- Collaborate with High School team to identify individual teacher goals and support training and development in these areas.
- Take a strategic role in the development of new and emerging technologies to enhance teaching and support teacher training in these areas.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Support Positive School Culture through coordination and support of weekly Assemblies, Chapel, Behaviour Matrix and other initiatives.
- Collaborate with High School team to provide extracurricular opportunities for students.
- Work with the High School teaching team to provide leadership development for character development of students.
- Take responsibility for communicating with parents of students in Grades 7-12 about any concerns expressed regarding their child (ren).
- Take responsibility for assisting High School staff with all behaviour issues or academic concerns for students in Grades 7-12.

## Salary and Benefits

Salary and Benefits are commensurate to qualifications and experience.

**Note:** To be given consideration under this competition, applicants are required to demonstrate on their application how, when, and where they acquired the qualifications required for this position. We thank all those who apply; however, only those selected for further consideration will be contacted.

SEND YOUR COVER LETTER, RESUME, AND TWO LETTERS OF  
RECOMMENDATION BY JUNE 14<sup>th</sup>, 2024, TO ONE OF THE FOLLOWING:

**Mailing Address**

945 St George Blvd.  
Moncton, New Brunswick  
E1E 2C9

**Email**

[info@monctonchristian.ca](mailto:info@monctonchristian.ca)

**\*\*PLEASE SPECIFY ON ENVELOPE / OR IN THE EMAIL SUBJECT HEADER**

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