

Medicine Hat Catholic Board of Education



Competition #487 Probationary Vice Principal 1.00 FTE at St. Mary's School

Start Date: August 25, 2023

Closing Date for Applications: March 24, 2023 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

St. Mary's School has a student population of approximately 430 students
(Grades 7-9)

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students at St. Mary's School.

The successful candidate must:

- Hold a firm commitment to Catholic Education, values, and traditions
- Maintain an active faith and desire to further faith development
- Demonstrate highly effective leadership, human relations, and communication skills
- Possess experience in junior high school education and/or administration
- Seek opportunities for professional development in the area of leadership
- Be self-directed, independent and highly motivated as an individual
- Form part of a collaborative teaching team that fulfills modern teaching and assessment practices
- Have strong classroom management, interpersonal and communication skills
- Collaborate with the Principal in leading and managing the school, handle student discipline, and special education
- Assume duties and responsibilities of the Principal in their absence

Qualifications and Skills:

- Masters in Educational Administration/Leadership preferred
- Permanent teaching authority required, leadership certification preferred (please refer to [Teacher certification in Alberta](#) and [Leadership certification in Alberta](#))
- Competent in the use of technology (Power School, Interactive Boards, Google and Microsoft Suite)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mr. Chuck Hellman, Deputy Superintendent at (403) 502-8352/Nick Gale, Principal at (403) 527-7616 (main)

Reply with Cover Letter, Resume, and [Administration Application Form](#), along with current pastoral reference (if available) through your [Apply to Education](#) account (a fee is associated with this service). A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.